

Employer: **City of Round Rock**

Job Title: **Buyer II**

Job Type: **Employee**

Job Status: **Full Time**

Hours / Shifts: **8-5**

Salary Range: **Annual, \$31,366.40 - \$36,878.40**

Job Location: **City Hall**

Relevant Work Experience (Time): **2 - 5 yrs**

Relevant Work Experience (Education/Position): **Experienced (Non-Manager)**

Education Level: **High School or Equivalent**

Job Description: **Performs routine procurement work. Work involves purchasing commodities, equipment, & services. Under general supervision with limited latitude for initiative and independent judgment.**

Special Requirements **Knowledge of governmental procurement, procurement procedures & operations, automated procurement, general accounting, professional certification, p-card, specifications**

Contact Person: **Human Resources**

Contact Phone: **512-218-5490**

Contact Email: howardb@round-rock.tx.us

Employer Web Site: http://agency.governmentjobs.com/roundrock/job_bulletin?JobID=248331