

RECRUITMENT ANNOUNCEMENT

The County of Surry is accepting applications for the position of **Purchasing Agent**. Work will be performed under guidelines established by the NC General Statutes and in accordance with standard County practices in purchasing, fixed asset systems and inventory control. Considerable judgment and public contact are required in working with department heads, private contractors, bidders and public agencies. The position will assist departments of the County with equipment needs and is responsible for sale of surplus property in accordance with County policy. Also issues and monitors use of gas cards and procurement cards. The position works under the supervision of the Finance Officer. Other duties may be assigned as needed.

JOB REQUIREMENTS: Graduation from a four year college or university, preferably with a major in business administration and considerable experience in purchasing, accounting, or related business function; or an equivalent combination of education and experience. Must be competent with Microsoft Word and Excel. Final candidates will be tested.

SALARY RANGE: Grade 65 \$32,184 - \$53,136

Applications will be taken at the NC Works Career Center, 541 West Pine Street, Mount Airy, NC (336-786-4169) until filled. A list of complete duties and physical demands will be available upon request. In-house applicants should contact Surry County Human Resources at 336-401-8221.

**SURRY COUNTY IS A DRUGFREE WORKPLACE
SURRY COUNTY IS AN EEO EMPLOYER**

**Date Posted: April 8, 2019
Closing Date: Open until filled**