

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129



Currently accepting applications for:
Buyer
Office of Procurement
An Equal Opportunity Employer

Buyer – Office of Procurement

\$48,756 annually (\$23.44 hourly) (Grade C11), 40 hours per week

Hours are typically Monday through Friday 8:00 am to 5:00 pm

This position will remain open until filled.

The Office of Procurement is seeking a self-motivated individual with purchasing experience to join our procurement team.

On a typical workday the Buyer will assist county agencies with sourcing goods and services, maintain compliance with applicable local, state and federal rules and regulations, maintain county contracts, develop bid specifications, attend pre-bid and other procurement meetings, address vendor inquiries and issues and monitor current market conditions.

The ideal candidate for this opportunity will have a knowledge of sound business concepts, be customer service driven, have the ability to interpret and apply various rules and regulations, be a problem solver and possess great interpersonal skills.

Click [here](#) for the full job description

Qualifications:

1. Bachelor's Degree in Business Administration or related field and one year of purchasing experience or Associates Degree and three years of purchasing experience
2. Certified Professional Public Buyer (CPPB) certification (CPPB) (or must obtain within three years of employment)
3. Valid driver's license

A comparable amount of training and experience may be substituted for the minimum qualifications

Benefits of working for Carroll County Government:

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ Up to \$9,000 in Tuition Assistance per fiscal year
- ✓ 13 paid holidays
- ✓ Receive 1 times your annual salary of Basic Life Insurance at no cost

Click [here](#) for more benefit details

How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 5/27/2022
(22-185)

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.