

Sullivan County Office of Purchasing and Central Services is seeking to fill the following position:

PURCHASING COORDINATOR

This position involves responsibility for coordinating centralized purchasing activities both bid and non-bid purchasing services, supplies and materials for a municipality. Work is performed under general supervision. Incumbents of this position may exercise supervision over subordinate employees.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in Business Administration, Accounting or a related field and two (2) years of full-time, paid experience in large-scale purchasing; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Business Administration, Accounting or a related field and three (3) years of full-time, paid experience in large-scale purchasing; or
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time, paid experience in large scale purchasing; or
- (D) An equivalent combination of training and experience as described in (A), (B) or (C) above.

Note: Successful completion of coursework in Business Administration, Accounting or a related field may be substituted for the required experience with three (3) semester credit hours being equivalent to three (3) months of experience.

Salary: Entry: \$39,512.00; Full: \$41,512.00
County Employee after 2 Years: Entry \$43,902.00; Full \$46,213.00

This is a competitive class position subject to Civil Service Examination.

Submit application and resume to Sullivan County Personnel Department, 100 North Street, Monticello, New York 12701;

Or apply online: www.sullivanny.us

EEO/AA Employer

M/F/D/V