

Sullivan County Department of Family Services is seeking to fill the following position:

DIVISION CONTRACT COMPLIANCE OFFICER

This position involves responsibility for administrative oversight of the Division of Health and Family Services, which monitors and evaluates contract and vendor compliance for agencies which have entered into contractual agreements to provide goods or services in connection with human services programs administered by the County. The incumbent will meet directly with vendors and will oversee staff performing similar types of duties. Work is performed under general direction in accordance with prescribed standards for contract compliance. Supervision is exercised over other staff assigned to perform contract compliance activities. Leeway is allowed for independently performing most of the duties of the position.

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 a Bachelor's Degree or higher, and five (5) years of acceptable contract compliance or administrative experience; or
- (B) Graduation from a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant an Associate's Degree, or successful completion of sixty (60) credit hours of coursework, and seven (7) years of experience as described in (A) above; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

NOTE: Acceptable administrative experience means that the experience involved the substantial performance of traditional management functions such as planning, organizing, directing staff, supervising staff, intra-office and/or inter-office coordination of activities, budget preparation and maintenance, data analysis and forecasting, or similar functions.

Salary: \$57,000.00

TO APPLY FOR THIS POSITION, visit: <https://sullivan-portal.mycivilservice.com/jobopps>

This position will be subject to the Civil Service Exam Process.

Applications will be accepted until the position is filled.

EEO/AA Employer M/F/D/V