

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

**ASSISTANT DIRECTOR OF PURCHASING & CENTRAL SERVICES**

This position involves responsibility for assisting the Director of Purchasing & Central Services overseeing the delivery of general services contributing to the operation of a large municipal corporation which provides diversified services through several work or office locations. General services provided include bid and non-bid purchasing of equipment, supplies and services, several office support services, such as, postal or similar services. Supervision is exercised over assigned staff. Work is performed under general direction with considerable leeway for exercise of independent judgment in accordance with established policies.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree or higher in Business Administration, Public Administration, Accounting or related field and three (3) years of full-time paid experience in large scale purchasing; or
- (B) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Business Administration, Public Administration, Accounting or related field and five (5) years of experience in large scale purchasing.

Salary: \$54,764.00/year.

This position is a competitive position which is subject to civil service examination.

Submit your application and resume to:

**Sullivan County Personnel Department, PO Box 5012, 100 North Street, Monticello, NY 12701**  
**Or apply online: [www.co.sullivan.ny.us](http://www.co.sullivan.ny.us)**

Applications will be accepted until the position is filled.

EEO/AA Employer M/F/V/H