

The **Sullivan County Department of Purchasing** is seeking to fill the following position:

ASSISTANT DIRECTOR OF PURCHASING & CENTRAL

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 college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher and three (3) year 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 and five (5) years of experience in large scale purchasing.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Salary: \$65,406.00 – \$80,897.00 commensurate with experience.

To Apply for This Position, visit: <https://sullivan-portal.mycivilservice.com/jobopps>

This is a competitive position subject to Civil Service examination.

Applications will be accepted until the position is filled.

EEO/AA Employer

M/F/D/V