

The **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: \$51,913.00 Full: \$54,645.00**

**APPLY ONLINE AT: <https://sullivan-portal.mycivilservice.com/jobopps>**

This is a competitive class position and subject to Civil Service examination.

Applications accepted until position is filled.

**EEO/AA Employer**

**M/F/D/V**