



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

CONTRACT COORDINATOR GRADE 11 ORANGE COUNTY DEPARTMENT OF GENERAL SERVICES

Applications are now being accepted for a Contract Coordinator at the Department of General Services. The work involves responsibility for monitoring contracts to assure compliance with the provisions of all applicable federal, state and local regulations, program standards and standard assurances, in Orange County. The work is carried out in accordance with established policies and procedures and involves reviewing contracts for consideration and assuring that the terms of the contracts are being met while the contract is in effect through programmatic assessment of units of service. The work involves drafting and reviewing contractual agreements with area agencies or vendors to ensure compliance with state and/or federal regulations. The work is performed under the supervision of the Deputy Commissioner with latitude to exercise independent judgement in routine matters. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of sixty (60) credit* hours and one (1) year of paid work experience involving either the preparation and monitoring of contracts or work involving compiling and interpreting financial and/or numerical data; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of paid work experience as described above; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT: Must possess the ability to fulfill the travel requirements of field assignments.

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 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

STARTING SALARY: Grade 11/Step 02: \$30.8685 per hour; \$64,206.48 annually (40 hours a week)
County Employees – As per CSEA contract for Grade 11

FINAL CANDIDATE MUST SUBMIT TO A FINGERPRINT CHECK AND CRIMINAL HISTORY AND BACKGROUND INVESTIGATION. COSTS RELATED TO SUCH INVESTIGATION SHALL BE BORNE BY THE APPLICANT

SEND APPLICATION, RESUME, and THREE (3) REFERENCES TO:

Deputy Commissioner of Procurement & Compliance
255 Main Street
Goshen, New York 10924

Open announcement until position is filled

Employment applications can be downloaded from Orange County's website. Please visit www.orangecountygov.com and follow the link to the Department of Human Resources page.
Or download directly here: [Application for Employment Application](#)

An Equal Opportunity Employer

*NOTE: This title may be filled in one of the below two manners:

- 1.) Through Non-Competitive appointment in accordance with the HELP Program; OR
- 2.) Appointment off the appropriate Civil service competitive list.