



COMMISSIONER OF DEPARTMENT OF GENERAL SERVICES
Orange County Government

Steven M. Neuhaus
County Executive

Resumes are being accepted for the position of Commissioner of the Orange County Department of General Services. This position is primarily responsible for the procurement of all commodities, equipment, goods and services for all of Orange County government, as processed by each County unit of government, as well as monitoring and enforcing procurement and contract compliance. The position is also responsible for administering certain County government shared services, such as mail and messenger services, printing and reproduction, among the various County units. The Commissioner must be familiar with and ensure compliance with the appropriate means to procure goods and services under New York State Law, as well as permissible Federal General Services Administration and cooperative purchasing processes. It is essential that the individual have a thorough understanding of and enforce the County's procurement policy, the current version of which can be found at: <https://www.orangecountygov.com/DocumentCenter/View/4422/Procurement-Policy-PDF>. Candidates should be aware the County is presently re-drafting its procurement policy and, if not finalized prior to hire, the Commissioner will participate in the re-drafting.

The Commissioner is charged with promoting an atmosphere of trust, respect and transparency between potential sellers/service providers to the County and County government, and is expected to be able to negotiate prices and costs based on market forces. Information on the Department can be found at the Department's website: <https://www.orangecountygov.com/577/General-Services>

The Commissioner is appointed by the County Executive and subject to confirmation by the County Legislature. Work is performed under the general administrative oversight and direction of the County Executive. The Commissioner exercises direct management and supervision of a staff of professional and administrative personnel. Positive interaction with staff, other County units of government and the general public is a critical part of this position because of the objectives for procuring goods and services in both a legally compliant, transparent and cost-effective manner for Orange County.

Minimum Qualifications: While there are no minimum qualifications other than residency in Orange or an adjoining County, the County's suggested qualifications are a Bachelor's or Master's Degree in Public Administration, Business Administration, Marketing or a related field and at least five years management experience in the procurement of goods and services for New York State Government or a municipality therein.

SALARY RANGE: \$102,344 - \$209,003 annually depending on experience and longevity. The target hiring range is \$120,000 to \$175,000, but the County reserves the right to hire at any salary within the full salary range.

FINAL CANDIDATE MUST SUBMIT TO A FINGERPRINT CHECK AND CRIMINAL HISTORY AND
BACKGROUND INVESTIGATION

SEND RESUME TO:

Office of the County Executive
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Goshen, NY 10924

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