



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

PURCHASING AGENT GRADE 14 ORANGE COUNTY DEPARTMENT OF GENERAL SERVICES

Applications are now being accepted for a Purchasing Agent at the Department of General Services. This position is allocated to the competitive class. The nature of this appointment is provisional pending outcome of a Civil Service Examination. Civil Service examination will be announced at a later date.

The work involves providing centralized purchasing of quality goods and services for all County departments. Incumbents facilitate the procurement process through to final approval and receipt and acceptance of goods. Incumbents have good knowledge of market conditions, price trends, purchasing practices, principles and practices of governmental purchasing; and general municipal law as it applies to purchasing. Work is performed under the general supervision of the Director of Compliance in accordance with established state and local statutes and policies. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (A) Bachelor's degree or higher and one (1) year of experience in purchasing a variety of commodities and/or procurement of contracts;
- (B) Completion of sixty (60) credit hours and three (3) years of experience as outlined in (A) above;
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as outlined in (A) above.

SPECIAL REQUIREMENTS: Must possess and maintain a valid driver's license.

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 14/Step 02: \$34.6503 per hour;
County Employees – As per CSEA contract for Grade 14

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 AND RESUME 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.

An Equal Opportunity Employer