

## **MADISON COUNTY DEPARTMENT OF PERSONNEL/CIVIL SERVICE**



COUNTY OFFICE BUILDING  
PO BOX 636  
WAMPSVILLE, NY 13163  
(315) 366-2341 (Phone)  
(315) 366-2725 (Fax)

**Eileen M. Zehr**  
Personnel Officer  
eileen.zehr@madisoncounty.ny.gov

**Ryan D. Aylward**  
Director of Labor Relations  
ryan.aylward@madisoncounty.ny.gov

## **VACANCY ANNOUNCEMENT**

### **PURCHASING AGENT**

Madison County seeks a Purchasing Agent responsible for supervising and overseeing the purchasing program of the County including acquisition of a wide range of materials, supplies and equipment. The incumbent will be involved with the development and implementation of purchasing policies and controls by managing and updating a countywide purchasing system, preparing and reviewing bids, coordinating Requests for Proposals with department heads, and performing related purchasing duties. The work is performed under the general administrative direction of the County Administrator with wide leeway allowed for the exercise of independent judgment in decision making within the limits of established laws and policies. Direct supervision is exercised over clerical staff.

**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, in Accounting, Business or Public Administration, Finance, Economics or closely related field and one (1) year of full-time paid, or its part-time equivalent, experience in volume purchasing, marketing or buying for a business or government agency; 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 Accounting, Business or Public Administration, Finance, Economics or closely related field and three (3) years of full-time paid, or its part-time equivalent, experience in volume purchasing, marketing or buying for a business or government agency.
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years full-time paid, or its part-time equivalent, experience in volume purchasing, marketing or buying for a business or government agency .
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

Competitive salary and excellent fringe benefits including NYS Retirement System. Please send cover letter and resume by July 15, 2016 to: Eileen Zehr, Personnel Officer, Madison County Personnel Department, P.O. Box 636, Wampsville, NY 13163. EOE