



Our Future Starts
With *you!*

POSITION: Deputy Purchasing Agent

DEPARTMENT: Albany County Division of Purchasing

SALARY: \$71,000-\$77,000

WORK LOCATION & HOURS: 112 State Street, Albany, NY 12207, 8:30am—4:30pm M-F

BENEFITS:

- ▶ Paid Time-Off
- ▶ Tuition Reimbursement
- ▶ NYS Retirement
- ▶ Health, Dental, Vision and Hearing
- ▶ Employee Assistance Program

DESCRIPTION:

These duties involve responsibility for assisting in administering the purchasing policies and procedures involving the purchase of millions of dollars of equipment and supplies. Work is performed under the supervision of the Purchasing Agent. Supervision is exercised over the work of subordinate technical and clerical staff. Does related work as required.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from an accredited college or university with at least a Bachelor's degree and one (1) year of experience in large-scale purchasing of a variety of commodities; *OR,*
- B. Graduation from an accredited college or university with an Associate's degree and three (3) years of experience in large-scale purchasing of a variety of commodities; *OR,*
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in large-scale purchasing of a variety of commodities.

Please upload a resume with this application.

POINT OF CONTACT FOR INQUIRIES:

pamela.o'neil@albanycountyny.gov

