



Our Future Starts
With *you!*

POSITION: Contract Administrator (HELPS)

DEPARTMENT: Albany County Department of General Services

SALARY RANGE: \$70,000-\$75,000

WORK LOCATION: 420 Western Ave., Albany, NY 12203

BENEFITS:

- ▶ Generous Paid Time-Off
- ▶ Health, Dental, Vision and Hearing
- ▶ NYS Retirement System
- ▶ Tuition Reimbursement
- ▶ Work-Life Balance
- ▶ Public Service Loan Forgiveness

DESCRIPTION:

These duties involve responsibility for providing assistance to a department head in assuring and monitoring compliance with the requirements of procedures established by Albany County for contracts, grants or similar agreements. In addition, assists in monitoring contractors for compliance. Work is performed under general supervision of the Commissioner or his or her designee. Supervision may be exercised over clerical support 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 two (2) years of office management experience or experience tracking/analyzing vendor contracts and/or fiscal budgets; *OR*,
- B. Graduation from an accredited college or university with an Associate's degree and four (4) years of office management experience or experience tracking/analyzing vendor contracts and/or fiscal budgets.

SPECIAL REQUIREMENT:

Possession of a valid New York State Motor Vehicle Operator's License at time of appointment and throughout employment.

POINT OF CONTACT FOR INQUIRIES:

timothy.lansing@albanycountyny.gov

Candidates will not have to take an exam for this title. This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.

