



Our Future Starts  
With *you!*

**POSITION:** Contract Coordinator

**DEPARTMENT:** Albany County Department of Aging

**SALARY:** \$55,499

**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 QUALIFICATONS: EITHER:**

- A. Graduation from an accredited college or university with at least a Bachelor's degree in Business Administration, Public Administration, Accounting or Finance; *OR*,
- B. Graduation from an accredited college or university with an Associate's degree and two (2) years of experience in contract administration, procurement, or administrative support related to contracts or grants.

