Our Future Starts With you!

POSITION Specification Technician (HELPS)

DEPARTMENT Division of Purchasing

SALARY RANGE $50,000-$53,000

WORK LOCATION 112 State Street, Albany, NY 12207

HOURS 8:30A-4:30P M-F

BENEFITS
Paid Time Off
Health, Dental, Vision, & Hearing
Tuition Reimbursement
NYS Retirement
Employee Assistance Program
Subsidized Daycare – Little Sprouts at Shaker Place

DESCRIPTION

The work involves responsibility for initiating the competitive bidding/solicitation process for Albany County departments under the procedures and guidelines of General Municipal Law. The incumbent will be processing orders for departments on a daily basis and researching contracts and best processes for commodities and services. Knowledge of Microsoft Word, Excel, and Outlook will be required. Work is performed in collaboration with County Departments and direction of the Purchasing Agent and Deputy Purchasing Agent.

MINIMUM QUALIFICATIONS: EITHER:

A. Graduation from an accredited college or university with at least a Bachelor's Degree in Business or Accounting and one (1) year of experience in any aspect of governmental, industrial or organizational purchasing; *OR,*
B. Graduation from an accredited college or university with an Associate's Degree in Business or Accounting and three (3) years of experience in any aspect of governmental, industrial or organizational purchasing; *OR,*
C. Graduation from high school or possession of a high school equivalency diploma, and four (4) years of experience in any aspect of governmental, industrial or organizational purchasing.

POINT OF CONTACT FOR INQUIRIES

pamela.oneill@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.

Daniel P. McCoy
Albany County Executive