

**WAYNE COUNTY  
CIVIL SERVICE – HUMAN RESOURCES**

26 Church Street \* Lyons, New York 14489  
Telephone: (315)946-7483 Facsimile: (315)946-7488 Web: [www.co.wayne.ny.us](http://www.co.wayne.ny.us)

Applications are being accepted for the position of:

**PURCHASING AGENT**

Wayne County, New York

Salary depending on qualifications within authorized amount.

Excellent Benefit Package

The Wayne County, NY County Administrator's Office is seeking qualified candidates for the position of Purchasing Agent. This is a new position for Wayne County government.

Appointment will be Provisional pending Civil Service testing.

The incumbent will be responsible for establishing procedures and recommending policies necessary to establish improved oversight and coordination of procurement and purchasing within the County organization. The incumbent will also be responsible for managing and oversight of the various steps of competitive bidding and procurement; providing assistance in technical specification writing; analysis of bid results; ensuring that the bidding laws and policies are applied correctly; and ensuring that the County is maximizing opportunities to save funds.

Applicants are encouraged to read and understand the complete position description. The successful candidate will be expected to have a high level of the practices and knowledge of public procurement procedures and laws, good organizational skills, excellent writing skills, and an ability to work with department heads and staff at various levels. High ethical standards are expected.

**MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:** Either: (a) a Master's Degree in Business or Public Administration and three years of purchasing experience including writing and negotiating of contractual agreements or (b) a Bachelor's Degree in either Business or Public Administration and five years of purchasing experience including writing and negotiating of contractual agreements; or (c) an Associates' Degree in either Business or Public Administration and seven years of purchasing experience including writing and negotiating of contractual agreements; or (d) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) through (c).

**NOTE:** There is no substitution for the number years of purchasing experience as defined above.

**\*SPECIAL NOTE:** Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

A complete position description and application may be obtained from the Wayne County website [www.co.wayne.ny.us](http://www.co.wayne.ny.us). Applications may also be obtained at the Wayne County Human Resources Department, 26 Church Street, Lyons, NY 14489. Return completed applications to Charles A. Dye, Director of Human Resources. First review of applications will be May 27, 2016; the position will remain open until it is filled.

Wayne County is an Equal Opportunity Employer.