

ONEIDA COUNTY NOTICE OF VACANCY

DEPARTMENT: Mental Health

TITLE: Contract Administrator I

SALARY (GRADE): \$63,476 (36W) Plus Excellent Benefits

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: This is a professional and administrative position involving the responsibility for planning, organizing, developing, monitoring, and analyzing grant programs and contract procedures in various program areas. The work includes compiling and interpreting various forms of data in preparing grant and program plan formulation. The incumbent works under the general supervision of a higher-level administrator. Supervision may be exercised over the work of paraprofessional and clerical assistants. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications at time of application. Either:

- (A) Possession of Master's Degree **AND** two (2) of administrative* experience; **OR**
- (B) Possession of Bachelor's Degree **AND** three (3) years of administrative* experience; **OR**
- (C) Possession of Associate's Degree **AND** five (5) years of administrative* experience;

*Administrative experience is defined as responsibility for direction, and control of, an organization or an organizational unit. In addition to the supervision of work groups, the administrator is responsible for planning, budgeting, and program evaluation. Experience performing a specialized function, such as, budgeting, finance, program analysis or personnel, which does not involve overall responsibilities, is not considered administrative experience.

NOTES:

1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred.
2. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

HOW TO APPLY: Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6th Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

APPLICATIONS MUST BE RECEIVED NO LATER THAN: May 31, 2023

****Oneida County is an equal opportunity employer****