

# **NOTICE OF VACANCY**

**DEPARTMENT:** Family and Community Services

**TITLE:** Contract Administrator I

**GRADE/SALARY:** 36M - \$55,781 plus EXCELLENT BENEFITS

**THIS IS A TESTED 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 incumbent performs related work as required.

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

Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree **AND** two (2) of administrative\* experience; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree **AND** three (3) years of administrative\* experience;
- (C) Graduation from a regionally accredited or New York State registered college or university with an 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.

**NOTE:** Candidates must submit copy of transcripts with application.

**TO APPLY ONLINE GO TO:** <https://oneida-portal.mycivilservice.com/>

**PAPER APPLICATIONS MAY BE PICKED UP IN THE PERSONNEL DEPARTMENT ON THE 6<sup>TH</sup> FL OF THE ONEIDA COUNTY OFFICE BUILDING AND MAILED OR HAND-DELIVERED**

**TO:** Oneida County Department of Personnel  
800 Park Avenue  
Utica, New York 13501

You may also request a paper application be mailed to you by calling 315-798-5726.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** October 23, 2020.

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