

ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Planning

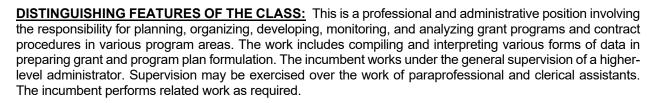
CIVIL SERVICE TITLE: Contract Administrator I

CLASSIFICATION TYPE: Competitive (Provisional)

SALARY (GRADE): \$68,585 (36W) Plus Excellent Benefits

APPLICATION DEADLINE: April 5, 2024

APPLY ONLINE*: https://oneida-portal.mycivilservice.com/post/jobopps



<u>MINIMUM QUALIFICATIONS:</u> Candidates must meet the minimum qualifications at time of application. Either:

- (A) Possession of Master's Degree AND two (2) years 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:

- Candidates MUST submit with application a copy of transcripts showing degree area and data degree conferred.
- 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 at http://www.cs.ny.gov/jobseeker/degrees.cfm. Candidates will be required to pay the evaluation fee.

Oneida County is an equal opportunity employer

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

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