



Jefferson County Purchasing Agent

Jefferson County is currently seeking an experienced individual for the position of Purchasing Agent. The Purchasing Agent is responsible for overseeing the County Purchasing Program including acquisition of a wide range of materials, supplies and equipment. The ideal candidate for this role will possess the ability to solicit vendor services, approve and/or deny purchase requests, adhere to procurement policies, procedures, and regulations, and be able to independently monitor and oversee procurement requests County wide.

Jefferson County is an Equal Opportunity Employer

Salary Range: \$74,057 - \$90,509 per year.

Excellent fringe benefits include:

- Health, Vision, and Dental Insurance
- Flex Spending Account
- NYS Retirement
- NYS Deferred Compensation
- Paid Vacation
- Sick Leave
- And more!

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in accounting, business or public administration, economics or closely related field and three years of experience in large scale purchasing of a variety of commodities, one year of which shall have been in a supervisory capacity; OR

(B) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in accounting, business or public administration, economics or closely related field and five years of experience in large scale purchasing of a variety of commodities, one year of which shall have been in a supervisory capacity; OR

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.



**Applications will be accepted until the position is filled,
first review of applications will be October 20, 2023.**

Apply online on our Employment Portal:
<https://jefferson-portal.mycivilservice.com/>



Or send a paper application and resume to:
Jefferson County Dept. of Human Resources, 175 Arsenal St. Watertown, NY 13601.