



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **CONTRACT MANAGEMENT COORDINATOR**
(Provisional* Appointment)

SALARY: \$51,526 - \$70,762 annually

LOCATION: Monroe County Department of Finance (Purchasing)

JOB SUMMARY:

This is a professional position in the Monroe County Department of Finance responsible for developing contracts, incorporating measurements, and monitoring a contract management process. Work involves creating standard performance measures, strategies and procedures designed to reduce costs and duplication of services for Requests for Proposals (RFP's), and service contracts with Monroe County. The employee works closely with program specialty staff in the implementation, tracking and monitoring of these initiatives. The employee reports directly to and works under the general supervision of the Purchasing Manager. General supervision is exercised over clerical staff. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus four (4) years paid full time or its part time equivalent professional experience in a government agency in EITHER: research analysis OR program planning OR program development OR developing, reviewing and/or monitoring service contracts or programs.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:

From July 2022 through December 2023 Monroe County will be providing full-time employees a quarterly \$500 retention payment.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: June 22, 2022

Posting Deadline: July 13, 2022

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.