

PURCHASING AGENT – CHAUTAUQUA COUNTY GOVERNMENT
DEPARTMENT OF FINANCE

Chautauqua County's Department of Finance is looking to hire a Full-Time Purchasing Agent to work out of the Mayville, NY office. A Purchasing Agent is responsible for carrying out purchasing procedures, communication between vendors and departmental officials on purchasing problems, and supervising clerical personnel who assist with purchasing details. Does related work as required.

Position is full-time, 40 hours per week starting at \$24.00/hour plus benefits and eligible for pay increase after six months of continued employment.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Flex Spending Account | - Personal Days |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

Minimum Qualifications: Requires graduation from high school/possession of a high school equivalency diploma and ***EITHER*** a Bachelor's degree ***PLUS*** two (2) years of experience in large-scale purchasing for a commercial, industrial or governmental enterprise or agency; ***OR*** an Associates' degree ***PLUS*** four (4) years of experience as outlined above.

Application Process: Interested candidates must complete an original Chautauqua County Government Application for Employment/Examination available on the county's website: chqgov.com and ***return it, along with a copy of diploma/degree/transcripts***, to Chautauqua County Department of Human Resources, Gerace Office Building – Room 144, 3 North Erie St, Mayville, NY 14757 or email completed application (including signature) to Countyemploy@chqgov.com

Chautauqua County Government is an Equal Opportunity Employer