

Nassau County Office of the Nassau County Executive seeks qualified applicants for:

Director of Procurement Compliance:

Job Description: The Director of Procurement Compliance, reporting to a Deputy County Executive, will be responsible for administering all aspects of the County's contracting processes. Duties include, but are not limited to: standardizing the County's purchasing and contract administration; monitoring compliance with all applicable procurement guidelines, policies, and requirements of federal, state and local laws; providing technical expertise to finalize the County's public contract database, and expand the County's access to municipal and State electronic systems to verify the qualifications and standing of potential contractors.

Job Requirements: Bachelor's Degree in Business, Public Administration, or related field from an accredited university or college; a minimum of five (5) years' experience in public or quasi-public sector procurement; a minimum of three (3) years' experience in supervision of high level public or quasi-public sector staff; certification as a Certified Public Procurement Officer.

Applicants must send resume and cover letter with salary requirements to Office of the Nassau County Executive, Att: Edward Ward, DCE, 1550 Franklin Avenue, Mineola, New York 11501 no later than December 1, 2015.

Nassau County is an Equal Opportunity Employer.