

Nassau County is seeking qualified candidates for the position of Deputy Commissioner of Shared Services.

One of the missions of the Department of Shared Services is to improve the quality and effectiveness of the County's procurement activities. Staffed with knowledgeable personnel who manages the procurement policies and procedures of the County and works with County departments and the vendor community to establish and enforce procurement policies and procedures that promote fair, open competition to obtain the highest quality goods and services at the lowest net cost to support the mission of the County.

The County's procurement process promotes the maximum practicable degree of competitiveness to ensure that the County is obtaining the highest quality goods and services at the lowest net cost to the public. It is efficient to provide for the timely acquisition of essential goods and services.

**Position Profile:**

- Supervises large scale purchasing activities that involve a high degree of responsibility
- Reviews purchase requisitions with specifications to determine accuracy and completeness.
- Consults with departmental officials regarding large or special purchase requirements.
- Studies price trends and market conditions as they affect particular commodities.
- Supervises the preparation of reports including annual reports.
- Works with Compliance to ensure best practices and internal controls are followed.

**Education & Experience - Required knowledge, skills and abilities**

- Thorough knowledge of the markets and market practices which regulate the purchase of municipal commodities
- Thorough knowledge of purchasing methods, principles and practices.
- Knowledge of the methods and techniques used in commodity testing and value analysis

Bachelor's degree from a regionally accredited or New York State registered college or university and

Five years of satisfactory experience in public sector or quasi-public sector large scale operation involving Purchasing work which included procurement of a wide variety of commodities, of which two years were in a supervisory capacity.

For consideration, please send resume, cover letter and salary requirements to:  
**[jobs@nassaucountyny.gov](mailto:jobs@nassaucountyny.gov)**, with "DCSS" on subject line.

Nassau County Residents Preferred. Benefits package and NYS Pension.

EOE/MFDV

PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY OTHER NON-MERIT FACTOR