



Contract Specialist
Dutchess County Department of Public Works
2024 Salary: \$60,204

This is a provisional position pending a future civil service exam in the Dutchess County Department of Public Works. This is an important position involving the responsibility for administrative oversight and processing contracts for construction, maintenance, repair work, materials, equipment, commodities and services. The incumbent will perform such tasks as preparing and processing contract documents including developing technical specifications, advertising for bids, preparing bid awards to contractors and monitoring the contract process through completion. The incumbent works closely with other county departments in the soliciting, preparation and administration of contracts. In addition, the incumbent will be required to maintain complete files, monitor contract compliance, and conduct research as necessary. Work is performed under the general supervision of a higher level employee. Supervision is not a normal function of the position.

To view a complete list of job duties, [click here](#), or follow the QR Code at the bottom of this form.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Bachelor's degree in business, public administration or a related field and one (1) year of full-time work experience involving contract administration or procurement;
- OR: (B) Associates degree in business, public administration or a related field and three (3) years of full-time work experience involving contract administration or procurement;
- OR: (C) Five (5) years of full-time work experience involving contract administration or procurement;
- OR: (D) An equivalent combination of training and experience within the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENT:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

FINGERPRINTING: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

Dutchess County offers a diverse working environment and generous benefits package including 13 paid holidays, paid time off, comprehensive health, dental and vision insurance, and NYS Retirement.

Apply online at www.dutchessny.gov/jobs

Recruitment will be posted until 4/4/25.

An EEO/AA Employer

