



## Director of Governmental Services

St. Lawrence County is in search of a Part-Time Director of Governmental Services. This position involves responsibility for overseeing the ongoing capital construction projects for the operations in St. Lawrence County which provides diversified services through several facilities. Support will also be provided for equipment, supplies, services, and records management. Work is performed under the general direction of the County Administrator. The incumbent performs related work as required.

**Salary Range (Full Time Equivalent):** \$112,158 – \$153,822 per year

- Commensurate with experience.
- Salary pro-rated based on hours worked.
- Minimum of 20 hours per week required.

**Status:** Part-time, Salary Exempt.

**Benefits:** NYS Retirement, life insurance, Health Insurance or buy out, dental, vision, Public Service Loan Forgiveness eligibility, etc. as well as generous and prorated personal, vacation, sick and compensatory time.

### **MINIMUM QUALIFICATIONS:**

- (A) Possession of a Bachelor's Degree in business administration, public administration, accounting, finance, or a closely related field and four years of full-time paid experience in purchasing supplies and equipment, preparation of materials and services specifications or in retail sales involving item pricing or cost analysis of items and goods, at least two years of which must have been in a supervisory capacity; OR
- (B) Possession of an Associate's Degree in one of the fields of study as in (A) above and six years of full-time, paid experience as in (A) above, two years of which must have been in a supervisory capacity; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and eight years of full-time paid experience as in (A) above, two years of which must have been in a supervisory capacity.

Applications accepted until position has been filled and can be obtained from the St. Lawrence County Human Resources webpage: [www.stlawco.gov](http://www.stlawco.gov) or by contacting Human Resources at (315)379-2210. Send application/resume to:

St. Lawrence County Human Resources Office  
48 Court Street  
Canton, NY 13617  
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