



## OSWEGO COUNTY DIRECTOR OF ADMINISTRATIVE SERVICES

The Oswego County Sheriff's Department has an immediate opening for a Director of Administrative Services responsible for the supervision and coordination of the fiscal and operating affairs of the County Sheriff's Department. The work involves the responsibility for preparation and maintenance of the department budget and for developing and implementing policies and procedures in the areas of financial and administrative issues.

**Qualifications:** Bachelor's degree in accounting, economics, finance, business administration, public administration, or a closely related field and two (2) years of professional work experience in auditing, municipal budgeting, or financial planning and analysis, or a closely related field; **OR** bachelor's and three (3) years of professional work experience as described above.

Permanent appointment to this position requires successful completion of the civil service examination.

**Starting Salary:** \$54,796 plus competitive benefit package including health and life insurance; NYS Retirement; and Public Service Loan Forgiveness Program. Salary negotiable to be commensurate with experience and qualifications.

**To Apply:** Review of applications will begin immediately and continue until position is filled. Please visit our website to complete an online application or submit a paper application to the address below.

Oswego County Human Resources Department  
46 East Bridge Street  
Oswego, New York 13126  
(315) 349-8209 Fax: (315) 349-8254  
Email: [humanresources@oswegocounty.com](mailto:humanresources@oswegocounty.com)  
Web: [www.oswegocounty.com/humanresources](http://www.oswegocounty.com/humanresources)

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