TIOGA COUNTY, NEW YORK
Personnel and Civil Service
Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827
Linda Parke Personnel Officer 607 687 8494 607 223 7074 www.TiogaCountyNY.gov

NOTICE OF VACANCY
Fiscal Services Administrator

Date of Issue: 11/05/2026. This position performs professional administrative work under the County Administrator, with primary responsibility for administering Tioga County's procurement program. This includes reviewing purchase requests for compliance, assisting departments with bids and solicitations, and ensuring adherence to laws and policies. The incumbent also assists in the development, implementation, and monitoring of the operating and capital budgets and assists the County Administrator with a range of administrative and operational tasks. The work requires independent judgment in interpreting regulations and preparing accurate administrative and fiscal materials. Performs related work as required.

The title of **Fiscal Services Administrator** is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. A provisional appointment may be made for this position. Permanent appointment will be dependent upon participation in the examination *AND* being reachable from the resulting eligible list. A criminal background check* is required.

Status:	Provisional, pending successful completion of civil service requirements
Work Hours:	Full-time, Monday – Friday (35-hour work week)
Salary:	$58,225 – $68,225 annual (Management/Confidential); benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan
Location:	Tioga County Legislative Office

MINIMUM QUALIFICATIONS (Either): Graduation from high school or possession of a high school equivalency diploma and **EITHER:**

a. Graduation from a regionally accredited New York State registered college/university with a bachelor's degree in in Public Administration, Business Administration or another related field with coursework in government, public policy, or administrative processes **AND** one (1) year of full-time experience in purchasing, budgeting, contract administration or public administration; **OR**

b. Graduation from a regionally accredited New York State registered college/university with an Associate's degree in Public Administration or Business Administration or another related field with coursework in government, public policy, or administrative processes **AND** three (3) years of full-time experience in purchasing, budgeting, contract administration or public administration; **OR**

c. Any equivalent combination of education, training, and experience

Apply Online: https://tiogacountyny.com/departments/personnel-civil-service/

Apply by: Applications will be accepted until the position has been filled.

Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.

*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.