

Job Posting

Montgomery County Job & Family Services

Job & Family Services Supervisor-Purchase Services

Responsibilities:

Under general supervision, plans, organizes and coordinates Purchase Services for the Montgomery County Department of Job and Family Services. Supervises Contract Evaluators/Negotiators in writing and developing contracts, analyzing proposed contracts, evaluating contract provisions, determining appropriateness of contract for intended purposes, determining contracts legal compliance & negotiating contract with providers of goods & services according to established procedures, policies & regulations.

Minimum Qualifications:

Completion of undergraduate major program course work in business, criminal justice, job and family services, social work, sociology, political science, psychology or related discipline as required by college or university and 4 years of related experience, or completion of graduate major program in business, criminal justice, job and family services, social work, sociology, political science, psychology or related discipline and 1 year experience – or alternative, equivalent evidence of the minimum class requirements.

(Other Evidences May Be Substituted)

To Apply:

To be considered for this vacancy please submit an online application at www.mcoho.org during the posting period of October 10, 2008 through October 16, 2008.