

Inspector General - Posting

Town of Oyster Bay seeks qualified applicants for:

INSPECTOR GENERAL:

JOB DESCRIPTION: The Inspector General, appointed by the Town Board for a term of three (3) consecutive years, will be responsible for overseeing all aspects of the Town's contracting processes. General Powers and duties include, but are not limited to:

- Review contracts and provide recommendations as to policy and direction for investigations as he/she deems necessary relating to allegations of waste, abuse, fraud, mismanagement and misconduct in Town government contracts and/or procurement of said contracts.
- Detect, identify and prevent waste, abuse, fraud, mismanagement and misconduct and vulnerabilities to same, in the Town's contracting methods and activities of each department. Recommend corrective action, if necessary.
- Review of procurement policy and implement any amendments thereto.
- Audit, inspect, evaluate and investigate the activities, records and individuals affiliated with contracts and procurements taken by the Town and any other official act or function of the Town, for identifying and presenting for appropriate legal proceedings, if applicable any wrongdoing or misconduct.
- Coordinate with departments for the review of all requests for proposals and bid offerings before issuance.
- Monitor compliance with all applicable procurement guidelines, policies and requirements of federal, state and local laws.
- Implement and oversee disclosure processes to verify the qualifications, background and standing of potential contractors or vendors.
- Investigate background discrepancies of potential contractors or vendors.
- Examine the records of all Town departments as he/she may deem to be in the best financial interest of the Town, subject to privilege, and report to the Town Board any and all findings.
- Receive and review complaint allegations, as they may relate to the awarding of Town government contracts and/or procurement of said contracts, concerning the possible existence of any activity constituting a violation of laws, rules, regulations, mismanagement, gross waste of funds and/or abuse of authority.

JOB REQUIREMENTS: Juris Doctorate, MBA, or comparable degree from an accredited college or university; minimum of ten (10) years' experience in the public sector; minimum of ten (10) years' experience in formal investigatory work.

NOTE: Applicant may not hold any office or title in any political party.

SALARY RANGE: \$125,000 - \$165,000 (commensurate with experience) plus full benefits. Experience, as outlined above, in excess of the ten (10) year requirement, may be substituted for college education, including advanced and/or post-graduate degree, on a year-for-year basis, up to a maximum of seven (7) years.

Applicants must send resume and cover letter to the Town of Oyster Bay, Department of Human Resources, Att: John Canning, Commissioner, 54 Audrey Avenue, 3rd Floor, Oyster Bay, NY 11771 or email to personnel@oysterbay-ny.gov **no later than March 27, 2025.**