

# NOTICE OF VACANCY

**Title:** ERP Project Manager

**Salary:** \$ 70,000 annually + Major Medical, Dental and Vision as well as paid time off (vacation, personal days and sick leave); enrollment in the New York State Retirement System; Deferred Comp and more.

**Classification:** Competitive

The City of Kingston is looking to fill a full-time management confidential position responsible for the overall administration of the 17.3 million dollar federal American Rescue Plan grant (ARPA) project. The incumbent will be responsible for developing, implementing and directing various projects throughout the City of Kingston, specifically related to federal funding. The adopted plan can be viewed at the link below.

<https://engagekingston.com/american-rescue-plan-act-arpa>.

The qualified candidate will have experience in managing multiple federal grant projects; excellent knowledge of project management; Excellent organizational skills; working knowledge of software; ability to analyze and explain data; ability to understand and interpret complex written material; ability to communicate clearly and effectively both orally and in writing; ability to plan, organize and direct the activities of others; ability to establish and maintain effective and collaborative working relationships and to work independently; ability to keep a project timely and on budget while ensuring project objectives are met; initiative and resourcefulness; The incumbent will be expected to manage multiple projects simultaneously.

The ERP Project Manager should possess strong project management and communication skills and be able to work efficiently and independently. Qualified candidates with a background in grant management involving federal grants are preferred.

**Minimum Qualifications:** Graduation from high school or possession of a High School Equivalency diploma AND

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in Business Administration, Economics, Political Science, Public health, Public Policy, Urban Planning, Environmental Review or closely related field; OR
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Business Administration, Economics, Political Science, Public health, Public Policy, Urban Planning, Environmental Review or closely related field and two (2) years paid experience providing support or administrative services in the public or private sector; OR
- C. Four (4) years paid experience providing support or administrative services in the public or private sector; OR
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).

**SPECIAL REQUIREMENTS:**

Possession of a valid New York State Driver's License at time of appointment and maintained throughout employment.

Applications will be accepted at the Kingston Civil Service Office until the position is filled at 420 Broadway, Kingston, NY 12401 or emailed to [jdecicco@kingston-ny.gov](mailto:jdecicco@kingston-ny.gov) . Please include the title "ERP Project Manager" in the subject line.

*This posting is in the competitive class. The position will be filled on a provisional basis. Provisional appointments mean the incumbent must take the Civil Service examination when it is offered and be among the top three willing to accept appointment. For more information about Civil Service employment call (845) 334-3921.*

***The City of Kingston is an Equal Opportunity/Affirmative Action Employer***