

# NOTICE OF VACANCY

**Title:** Historic Preservation Administrator – Part-time

**Salary:** \$23,750 (Annually) + Paid time off (vacation, personal and sick) and the option to enroll in the New York State Retirement System.

**Classification:** Competitive

The City is seeking a qualified applicant to fill a position in the City Planner's Office as a part-time Historic Preservation Administrator. This is a specialized professional planning position with primary work assignments focused on the area of historic preservation, neighborhood planning and urban design. In addition to these responsibilities, the incumbent performs general professional planning duties in the office and in the field. General direction and project assignments are received from the City Planner. The details of the work are independently planned and carried to completion. Work is performed under the general supervision of the City Planner.

Interested applicants should have working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to understand and follow oral and written instructions. Good customer service is a must as the incumbent deals with the public on a daily basis.

**Minimum Qualifications:** Graduation from High School or possession of a High School Equivalency diploma and

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in City or Regional Planning, Historic Preservation, Architecture, Engineering, Environmental Studies, Public Administration or an allied field with similar course curriculum and one (1) year of full-time paid experience (or its part-time and/or volunteer equivalent) in municipal planning which shall have included extensive work in the field of historic preservation; or
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in City or Regional Planning, Historic Preservation, Architecture, Engineering, Environmental Studies, Public Administration or an allied field with similar course curriculum and three (3) years of full-time paid experience (or its part-time and/or volunteer equivalent) in municipal planning which shall have included extensive work in the field of historic preservation; or
- C. Five (5) years of full-time paid experience (or its part-time and/or volunteer equivalent) in municipal planning which shall have included extensive work in the field of historic preservation; or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) or (C) above.

**Applications:**

Applications must be received in the the Civil Service Office by Friday, March 18, 2022 no later than 4:00pm. Applications for this position may be obtained from the Civil Service Office in City Hall, Ground Floor, 420 Broadway, Kingston, NY 12401 or on our website at [www.kingston-ny.gov](http://www.kingston-ny.gov) under the Employment tab.

*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*