

NOTICE OF VACANCY

Title: Junior Planning Aide

Salary: \$52,500 + benefits, including major medical, dental and vision. Paid time off, including paid holidays, enrollment in the NYS Retirement Plan.

Classification: Competitive

The City of Kingston is looking for a full-time Junior Planning Aide to work in the Planning Office.

Typical work activities involve responsibility for performing a wide variety of administrative and clerical tasks in support of the City Planning Department. Duties include preparing materials for planning activities, meeting with the public to explain program services, requirements, etc., by managing records systems and by assisting the City Planner in the performance of the more routine, yet structured tasks. Does related work as required.

The qualified candidate will have working knowledge of principles, practices and terminology of planning and zoning; working knowledge of office terminology, procedures and methods; working knowledge of the Planning department's programs, objectives and policies, procedures, rules and regulation; working knowledge of business arithmetic; general knowledge of Geographic Information Systems (GIS); ability to compile data and background information; ability to manage the preparation and storage of records and reports; ability to communicate effectively; ability to operate a personal computer and utilize common office software programs; ability to establish a rapport with others for the purpose of obtaining or conveying information; ability to follow complex oral and written instructions; ability to develop and an understanding of maps, development plans and specifications; ability to develop an understanding of State Environmental Quality Review Act.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND

- A. Associate degree in city planning, public administration, urban design, or a closely related field which included coursework in math, planning or related coursework and two (2) years of clerical experience in a planning, building or engineering office; or
- B. Four years of clerical experience in a planning, building or engineering office; or
- C. An equivalent combination of training and experience defined by the limits of (A) and (B) above.

*Bachelor and/or associate degree must be awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Applications are currently being accepted at the Kingston Civil Service Office at 420 Broadway, Kingston, NY 12401. Applications can be found on the Kingston website at www.kingston-ny.gov/Employment. Completed applications may also be mailed to the Civil Service at the same address. Resumes will not be accepted in lieu of an employment application.

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