

## Job Notice for Capital Projects Assistant

The City of Kingston, located at 420 Broadway, Kingston, NY, seeks a part time employee to perform the duties of a Capital Projects Assistant. This is important work requiring a substantial commitment of organizational time and resources. This employee is responsible for organizing and tracking all aspects of Capital Projects for the Engineering and various City departments. The duties are performed under the general direction of the Engineer.

### **MINIMUM QUALIFICATIONS:**

- 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 Accounting, Finance or related field and one year of experience in administrative or contract management and/or purchasing; 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 Accounting, Finance or related field and three years' experience in administrative or contract management and/or purchasing; OR
- c) Graduation from high school or possession of a high school equivalency diploma and five years of experience as defined in (a) and (b) above.

This is a part-time position and includes benefits such as vacation, personal, sick time and holiday pay. The starting salary is \$19,699 annually. Enrollment in the New York State Retirement System is optional.

This title is competitive and will be filled by a provisional appointment. A provisional appointment means the incumbent must sign up to take the Civil Service examination when it is scheduled and place in the top three willing to accept appointment in order to remain in the position.

The City of Kingston is an equal opportunity employer.

If you wish to apply, please send employment application to Jackie DeCicco, Executive Secretary, Civil Service, 420 Broadway, Kingston, NY, 12401. Please feel free to contact us at (845) 334-3921 Monday through Friday 8:30am to 4:30pm with any questions you may have. The applications can be found on our website at [www.kingston-ny.gov](http://www.kingston-ny.gov).