VACANCY FOR PROGRAM SPECIALIST – WATER AND SEWER DEPARTMENT

Posting Date: March 14, 2016 **Salary: $35,000-$40,000/ year**

The Town of Fishkill, located in Dutchess County, is seeking a full-time Program Specialist in the Town's Water and Sewer Department. Please see the attached job description for a complete list of duties and responsibilities.

This is a full-time, competitive class position. A candidate will be required to take a competitive civil service examination in order to be considered for permanent appointment. In order to apply, applicants must meet the Dutchess County Civil Service requirements set forth in the attached job description to be appointed or to transfer to this position. To be considered, please submit a Letter of Interest, Dutchess County Employment Application and Resume to the Town of Fishkill Office of Human Resources, 807 Route 52, Fishkill, NY 12524. You may also submit this material via e-mail (gmulligan@fishkill-ny.gov). Employment applications can be obtained from the Office of Human Resources or you may download an application from the link below. There are no residency requirements to participate in the application process, but preference in appointment may be given to qualified candidates that have been Town of Fishkill residents for at least thirty (30) days prior to the effective date of appointment.

The Town of Fishkill is an Equal Opportunity Employer.

Application Deadline: Open Until Filled

PROGRAM SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for the performance of support functions for a program or service. The employee in this position will be required to perform various clerical activities. Depending on the Department or Unit, the employee would be expected to perform the following functions: collecting, confirming and transcribing data from a variety of sources; entering information and extracting this information in a variety of formats; answering inquiries from the public; creating and maintaining databases; billing; overseeing mail distribution; and maintaining an inventory. The work is performed under general supervision to be sure the employee is learning and applying rules and procedures of the office. As job familiarity increases the employee will have leeway for completing work assignments independently under prescribed procedures. This position may be required to supervise or direct the work of lower level employees depending on the agency.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Gathers and or provides information to members of the public concerning a program or service;
2. Maintains databases, produces lists or compiles information in accordance with a program's requirements;
3. Prepares, receives, reviews and verifies documents;
4. Leads, participates and trains staff in data entry operations to open and close files;
5. Contacts other departments or units to gather routine information or to explain routine requirements;
6. Maintains property and equipment records; conducts physical inventories;
7. Verifies and reconciles account balances according to a prescribed procedure;
8. Monitors files or cases for receipt of necessary forms, documentation and payments which will involve follow-up action that includes making phone calls and sending standardized letters;
9. May be required to provide periodic financial and statistical reports;
10. May at times specialize in centralized support service functions, such as mail distribution and ordering/distribution of supplies, equipment and expendables;
11. May be required to supervise and conduct periodic meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of the rules and procedures of programs or services necessary to process work independently and assist the public;

Knowledge of the principles, practices and procedures with account keeping;

Knowledge of office practices necessary for interacting with staff and the public, processing work flow and filing and retrieving information;

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: Cont'd

Knowledge of software packages for word processing to produce memos and letters, database management and spreadsheets to compile and produce lists and reports, and organize and maintain data;
Skill in operating office equipment to produce work accurately and efficiently;
Ability to supervise the work of others;
Ability to communicate effectively, both orally and in writing;
Ability to organize, maintain and extrapolate information from records;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma PLUS:

EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting or Business Administration or a closely related field;

OR: (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree PLUS two years of full-time paid office work experience that involved account keeping or bookkeeping;

OR: (C) Four years of full-time paid office work experience that involved account keeping or bookkeeping;

OR: (D) An equivalent combination of the training and experience as within the limits of (A), (B) and (C) above.