



Mayor Jared M. Kraham

Office of the Civil Service Commission

Kent Drake-Deese, Personnel & Safety Director

*Catherine Furner, Commissioner
Eileen Fitzgerald, Commissioner
Richard A. Bucci, Commissioner*

CIVIL SERVICE COMMISSION MEETING AGENDA **Personnel/Civil Service Office, 38 Hawley Street, Binghamton** **3pm Wednesday, November 15, 2023**

I. Call to Order:

II. Approve the minutes from the October 18, 2023 meeting.

III. New Business:

- a. New position for Binghamton Housing Authority: **Paralegal/Legal Assistant**, presented by Jean Westcott and Lesley Cornwall
- b. Job description update for **Recreation Leader-Senior Citizens**, presented by Pat McGinnis.
- c. New position for Code Enforcement, **Code Supervisor/Vacant Properties Officer**, presented by Chris Schleider
- d. New position for IT department, **Senior Digital Technician**, presented by Lori Clift
- e. Job description updates for IT department, presented by Lori Clift
Assistant Information Technology Manager
Digital Technician
Hardware-Software Technician
Information Technology Manager
Information Technology Specialist – Public Safety (Police)
Website and Social Media Coordinator
- f. Job description update: Street Maintainer
- g. Desk Audit Job Description updates:
Account Clerk II
Principal Clerk
Senior Payroll Clerk
Stores Clerk
Stationary Engineer
Zoning Officer

IV. Other Business:

a. 2024 Calendar Discussion

V. Adjournment:

Paralegal/Legal Assistant

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for processing all evictions and collections for the Binghamton Housing Authority (“BHA”). This position also involves responsibility for investigating negligence claims against the BHA. The duties also include research in the law regarding eviction, debt collection and negligence issues, municipal government generally, and other research tasks as assigned and related work as required.

TYPICAL WORK ACTIVITIES:

- Conduct all rent and objectionable evictions, including running monthly aged reports for all sites, facilitating monthly eviction meetings with site managers, maintaining contact with executive office and attorneys, maintaining eviction database spreadsheet, assisting with preparation of 5 day and 30-day notices, preparation for Court by typing draft petitions and notice of petitions, organizing exhibits, and file pleadings with court clerks, in an accurate and timely manner. Schedule and attend grievance hearings and attend Court with legal counsel as needed.
- Process judgments with the Court Clerk and enforce collections for all tenants that have been evicted wherein BHA receives a judgment and all tenants who have vacated their apartments with a balance due.
- Prepare all repayment agreements, meeting with tenants to execute agreements, notarizing agreements, setting agreements up in HAB, processing payments in HAB, sending out monthly late notices and maintaining a spreadsheet of payments received. Contacting tenants that are delinquent in rent payments to offer repayment agreements.
- Processing ERAP payments as they come in and updating the ERAP spreadsheet, sending correspondence to tenants verifying that ERAP payments have been made by the State, pursuing evictions for those tenants who have a balance once ERAP payments have been made.
- Utilizes personal computer for database work and word processing daily.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of investigative methods relating to liability claims, evictions and collection work; Good knowledge of legal documents, procedures, and municipal law; Good knowledge of local government and HUD operations; Ability to communicate effectively both orally and in writing; Ability to maintain accurate records and prepare reports; Ability to perform accurate legal research; Ability to understand and carry out complex written and oral instructions; Accuracy: Initiative and resourcefulness; Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- a) Graduation from a regionally accredited or New York State registered college or university with a bachelor’s degree and one year of experience as a paralegal, legal assistant, or in the processing and investigation of insurance claims, evictions, and debt collections; **or**
- b) Graduation from a regionally accredited or New York State registered college or university with an associate degree and three years’ experience as in (a); **or**
- c) Five years’ experience as in (a); **or**
- d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c).

SPECIAL REQUIREMENT: NYS Notary Public must be obtained within 6 months of hire and maintained during the length of appointment.

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978

New Position Duties Statement
 Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.
Forward one typed copy to this Commission.

1. Department **Bureau, Division, Unit or Section** **Location of Position**
Binghamton Housing Authority

2. Description of Duties:

Job Title: Paralegal/Legal Assistant

Percent of Work Time	Job Duty
60%	<ul style="list-style-type: none"> Conduct all rent and objectionable evictions, including running monthly aged reports for all sites, facilitating monthly eviction meetings with site managers, maintaining contact with executive office and attorneys, maintaining eviction database spreadsheet, assisting with preparation of 5 day and 30-day notices, preparation for Court by typing draft petitions and notice of petitions, organizing exhibits, and file pleadings with court clerks, in an accurate and timely manner. Schedule and attend grievance hearings and attend Court with legal counsel as needed.
5%	<ul style="list-style-type: none"> Process judgments with the Court Clerk and enforce collections for all tenants that have been evicted wherein BHA receives a judgment and all tenants who have vacated their apartments with a balance due.
20%	<ul style="list-style-type: none"> Prepare all repayment agreements, meeting with tenants to execute agreements, notarizing agreements, setting agreements up in HAB, processing payments in HAB, sending out monthly late notices and maintaining a spreadsheet of payments received. Contacting tenants that are delinquent in rent payments to offer repayment agreements.
10%	<ul style="list-style-type: none"> Processing ERAP payments as they come in and updating the ERAP spreadsheet, sending correspondence to tenants verifying that ERAP payments have been made by the State, pursuing evictions for those tenants who have a balance once ERAP payments have been made.
5 %	<ul style="list-style-type: none"> Utilizes personal computer for database work and word processing daily.

(Attach additional sheets if more space is needed)

3. November 7, 2023 Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Jean Westcott	Director	Direct
Lesley Cornwall	Administrative Project Manager	Direct

4. Names and Titles of Persons Supervised by Employee in this position

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
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None		

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

<u>Name</u>	<u>Title</u>	<u>Location of Position</u>
None		

6. What minimum qualifications do you think should be required for this position?

Education: High School 4 Years
 College 2 Years, with specialization in Paralegal
 College _____ Years, with specialization in _____

Experience: (list amount and type)

- a) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and one year of experience as a paralegal, legal assistant, or in the processing and investigation of insurance claims, evictions, and debt collections; or
- b) Graduation from a regionally accredited or New York State registered college or university with an associate degree and three years' experience as in (a); or
- c) Five years' experience as in (a); or
- d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c).

Essential knowledges, skills and abilities:

Type of license or certificate required: Notary Public to be issued within 6 months of hire date

7. The above statements are accurate and complete.

Date: 11-7-2023 Title: Executive Director Signature: Jean Westcott

Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the _____ Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: _____
 Jurisdictional Classification: _____

Date: _____ Signature: _____

Action by Legislative Body or Other Approving Authority

9. Creation of described position

- Approved
- Disapproved

Date: _____ Signature: _____

RECREATION LEADER – SENIOR CITIZENS

DISTINGUISHING FEATURES OF THE CLASS: This work involves the conduct of a particular program under specific policies, responsibility for a particular phase of the senior citizen program, under general supervision or assisting with the conduct of various minor or periodic activity. The work is distinguished from Recreation Supervisor – Senior Citizen by the limited scope of responsibility. Supervision may be exercised over subordinate personnel as assigned.

EXAMPLES OF WORK: (Illustrative only)

Carries out the programs planned for a Senior Center; ~~Instructs and guides the center in the organization of a self-governing unit;~~ Organizes, directs and promotes activities such as ~~crafts, painting, dancing, clubs, bus trips, card playing, etc.~~ the meal program; ~~Responsible for the overall management of the senior center lunch program;~~ ~~Works in the kitchen to help facilitate meal service, works with volunteers to help serve the meals;~~ Performs some on site meal cooking; Prepares and serves hot meals; Works closely with BC OFA meal vendor service; ~~Recruits volunteers for meal service;~~ Works closely with the Recreation Supervisor, helps with programming to promote the lunch program; ~~Works with reception volunteers, provides training;~~ Assures completion of rosters, tally sheets, orders meals, supplies, oversees counting of contributions. Attends monthly OFA meetings; Refers elderly with specific needs to agencies capable of assisting them; ~~Works closely with Recreation Supervisor to plan and carryout activities outside of lunch service;~~ ~~Develops program ideas generated from elderly planning council such as furniture refinishing, health guidance classes, etc.;~~ Keeps records and makes periodic reports; Operates a Public Address System ~~and Movie Projector~~; Assists in the total promotion of the program; Edits a weekly or monthly newsletter; Distributes, keeps records of and maintains equipment; Gives first aid; Assists in maintaining normal cleanliness of the facilities and area; Organizes social events such as dinners, teas, dances, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of the organization and conduct of one or more types of recreational, social and educational activities for Senior Citizens; ability to stimulate and hold the interest of the program participants; good judgment, emotional maturity, reliability, ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; physical condition commensurate with the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE: Either:

- (a) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Recreation or Physical Education ~~or Nutrition.~~
- (b) Completion of high school and two years of full time paid experience in the conduct of recreational activities ~~or running a mass food facility;~~ or
- (c) Any equivalent combination of training and experience.

1/10/83

Became tested as of 2002 per NYS Civil Service

Revised: 3/27/09

CODE SUPERVISOR/VACANT PROPERTIES OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This working supervisor role oversees Property Maintenance Code Enforcement, develops, administers, and coordinates the Vacant Property Registration program, and conducts investigations to identify code violations in abandoned, vacant, zombie, and blighted properties. This position also develops procedures for vacant property data collection and related programming involving financial management of Vacant Property Registration fees; and supports the building construction and code enforcement team. Does related work as required.

TYPICAL WORK ACTIVITIES: Ensures compliance with Vacant Property Registration and Absentee Landlord Registration ordinances by maintaining records, preparing notices, and collecting fees; Prepares and presents performance reports for the vacant property program; Supervises and assigns work, resolves disputes, and acts as a liaison between staff and management; Assesses the work of inspectors, ensures accuracy, integrity and consistency of property inspections, data entry and document preparation and promotes improved performance; Develops and coordinates departmental policies, procedures, and training programs; Investigates complaints, conducts inspections, and assists with code compliance assessments; Provides evidence and testimony for prosecutorial actions; Attends meetings to explain codes, policies, and procedures; Maintains accurate records and prepares reports of inspections and related activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of relevant codes and laws, including the Property Maintenance Code; Working knowledge of managerial and supervisory practices; Ability to develop and implement policies and procedures; Expertise in identifying code violations from visual inspection; Strong communication skills and the ability to maintain working relationships; Effective delegation, evaluation, and feedback provision; Proficiency in using common software and personal computers; Good judgment, tact, and courtesy in interactions; Maintenance of confidentiality; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

High School diploma or GED, **PLUS:**

- A. Graduation from an accredited or New York State registered college or university with a bachelor's degree such as, but not limited to engineering, architecture, business administration, public administration, urban planning, public policy, social science, or related field; or
- B. Graduation from an accredited or New York State registered college or university with an associate degree in a field listed in (A) **and** two [2] years of military or work experience/internship in a field listed in (A); or
- C. Four [4] years of military or work experience in a field listed in (A).

SPECIAL REQUIREMENTS

- A. Possess a current Department of State certification as a NYS Code Enforcement Official.
- B. Possess and maintain a valid NYS Driver's License
- C. Be available and responsive to emergencies and related events during scheduled and off hours.

SENIOR DIGITAL TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the installation, maintenance and problem resolution for digital video systems in the City including, but not limited to body worn cameras, interview room & in-car video. and assist in maintaining mobile data terminals in public safety vehicles. Additionally, the employee is responsible for the release of video from these systems in accordance with City policy and procedures. The employee is also responsible for the oversight of City's physical security system. The position requires frequent contact with users in identification of needs and resolution of hardware and software problems. Additionally, an employee in this class is responsible for providing help-desk support as needed. The work is performed under the general supervision of the City IT Director. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Assigns, tracks, and maintains body-worn camera, interview room, and in-car video equipment;
 - Release of video to District Attorney per policies, procedures and NYS law
 - Reviews logs of video access/review by officers
 - Review and redaction of video pursuant to City policy as it pertains to FOI requests
 - Verifies that all video is uploaded appropriately and accurately classified/tagged;
 - Creates reports for police department as requested;
 - Ensure retention policy is followed, including destruction of recordings when required per retention time.
- Oversight of Physical Security System
 - Configure employee physical security access;
 - Work with vendor to install, setup, and configure security equipment (card readers, cameras, and associated software);
 - Controls user rights and access for software systems in relation to physical security;
 - Monitor physical security system activity and reporting unusual activity to IT Manager;
 - Run physical security system reports as necessary;
 - Download and release video as required;
- Maintains inventory of digital video equipment including maintenance and repair records;
- Oversees needed repairs or replacement of digital equipment through the vendor(s);
- Work with vendors on service requests, billings, maintenance agreements and contracts;
- Initial and ongoing training of users in the used of security and digital video systems;
- Assists in maintaining mobile data terminals and related peripherals (hardware and software) in public safety vehicles;
- Follows-up with employees to ensure problems are resolved and updates them regarding actions taken or planned;
- Help desk support

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Excellent knowledge of typical personal computer hardware and software applications;
- Good knowledge of information technology help desk procedures, processes and practices;
- Working knowledge of public safety mobile data terminal systems;
- Skill in the use of tools and equipment used in the installation and repair of computer hardware;
- Ability to establish effective working relationships with employees in other departments at all levels;
- Ability to understand and follow complex oral and written instructions;
- Ability to express oneself clearly and effectively both orally and in writing;
- Ability to maintain inventory and operational records;
- Ability to perform close detail work;
- Ability to lift up to 40 pounds;
- Initiative, tact; patience; good judgment; resourcefulness; courtesy.

MINIMUM QUALIFICATIONS:

- A)** Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in computer science, computer technology, computer repair or a closely related field and three years experience of providing technology support in public safety environment including a body camera system of at least 50 devices; or
- B)** High School degree and seven years experience as indicated above; or
- C)** An equivalent combination of training and experience as indicated within the limits of A) and B).

SPECIAL NOTE: Because of the radical evolution of technology in this field, qualifying experience must have been gained within the last 10 years.

Background Investigation and additional screenings: Each candidate is subject to a thorough background investigation to comply with requirements related to security, data types and supported systems. A conviction at any time may bar appointment to this position, result in termination and/or require additional screening at the discretion of the employer.

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978

New Position Duties Statement

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward one typed copy to this Commission.

1. Department Information Mgmt & Tech	Bureau, Division, Unit or Section	Location of Position City Hall
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2. Description of Duties: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

Job Title: Senior Digital Technicalial

Percent of Work Time	Job Duty
50%	Assigns, tracks, & maintains body-worn camera, interview room & in-car video equipment. Release of video, redaction, verification, reporting, retention, user support
30%	Oversight of Physical Security System
5%	Works with vendors on service requests, billings, maintenance agreements & contracts
10%	Maintenance of MDTs and related peripherals
5%	User Support / Help Desk / User Training
	(Attach additional sheets if more space is needed)

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

Name	Title	Type of Supervision
Lori Clift	IT Manager	Direct
Wayne Buerkle	Asst IT Manager	General

4. Names and Titles of Persons Supervised by Employee in this position

Name	Title	Type of Supervision
-		

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

Name	Title	Location of Position

6. What minimum qualifications do you think should be required for this position?

Education: High School x Years
 College 2 Years, with specialization in Computer Science, etc
 College _____ Years, with specialization in _____

Experience: (list amount and type)

See job description

Essential knowledge, skills and abilities:

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 11/7/23 Title: IT Manager

Signature: 

Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the Binghamton Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: _____
 Jurisdictional Classification: _____

Date: _____ Signature: _____

Action by Legislative Body or Other Approving Authority

9. Creation of described position

- Approved
- Disapproved

Date: _____ Signature: _____

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978

New Position Duties Statement

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward one typed copy to this Commission.

1. Department Information Mgmt & Tech	Bureau, Division, Unit or Section	Location of Position City Hall
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2. Description of Duties: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

Job Title: Senior Digital Technical

Percent of Work Time	Job Duty
50%	Assigns, tracks, & maintains body-worn camera, interview room & in-car video equipment. Release of video, redaction, verification, reporting, retention, user support
30%	Oversight of Physical Security System
5%	Works with vendors on service requests, billings, maintenance agreements & contracts
10%	Maintenance of MDTs and related peripherals
5%	User Support / Help Desk / User Training
(Attach additional sheets if more space is needed)	

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Lori Clift	IT Manager	Direct
Wayne Buerkle	Asst IT Manager	General

4. Names and Titles of Persons Supervised by Employee in this position

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
-		

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

<u>Name</u>	<u>Title</u>	<u>Location of Position</u>

6. What minimum qualifications do you think should be required for this position?

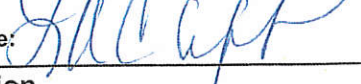
Education: High School x Years
 College 2 Years, with specialization in Computer Science, etc
 College Years, with specialization in

Experience: (list amount and type)
 See job description

Essential knowledge, skills and abilities:

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 11/7/23 Title: IT Manager Signature: 

Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the Binghamton Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: _____
 Jurisdictional Classification: _____

Date: _____ Signature: _____

Action by Legislative Body or Other Approving Authority

9. Creation of described position

- Approved
- Disapproved

Date: _____ Signature: _____

DIGITAL TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the installation, maintenance and problem resolution for digital video systems in the City including, but not limited to body worn cameras & in-car video and assist in maintaining mobile data terminals in public safety vehicles. The position requires frequent contact with users in identification of needs and resolution of hardware and software problems. Additionally, an employee in this class is responsible for providing help-desk support as needed. The work is performed under the general supervision of the City IT Director. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Assigns, tracks, and maintains body-worn camera and in-car video equipment;
- Oversees needed repairs or replacement of equipment through the vendor(s);
- Controls user rights and access;
- Verifies that all video is uploaded appropriately and accurately classified/tagged;
- Initial and ongoing training of users;
- Reviews logs of video access/review by officers;
- Release of video to District Attorney per policies & procedures;
- Review and redaction of video pursuant to City policy as it pertains to FOI requests;
- Ensure retention policy is followed, including destruction of recordings when required per retention time.
- Assists in maintaining mobile data terminals and related peripherals (hardware and software) in public safety vehicles;
- Maintains inventory of digital video equipment including maintenance and repair records;
- Follows-up with employees to ensure problems are resolved and updates them regarding actions taken or planned;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Excellent knowledge of typical personal computer hardware and software applications;
- Good knowledge of information technology help desk procedures, processes and practices;
- Working knowledge of public safety mobile data terminal systems;
- Skill in the use of tools and equipment used in the installation and repair of computer hardware;
- Ability to establish effective working relationships with employees in other departments at all levels;
- Ability to understand and follow complex oral and written instructions;
- Ability to express oneself clearly and effectively both orally and in writing;
- Ability to maintain inventory and operational records;
- Ability to perform close detail work;
- Ability to lift up to 40 pounds;
- Initiative, tact; patience; good judgment; resourcefulness; courtesy.

MINIMUM QUALIFICATIONS:

- A)** Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in computer science, computer technology, computer repair or a closely related field and one year experience of providing technology support in public safety environment; or
- B)** High School degree and four years' experience as indicated above; or
- C)** An equivalent combination of training and experience as indicated within the limits of A) and B).

SPECIAL NOTE: Because of the radical evolution of technology in this field, qualifying experience must have been gained within the last 10 years.

Background Investigation and additional screenings: Each candidate is subject to a thorough background investigation to comply with requirements related to security, data types and supported systems. A conviction at any time may bar appointment to this position, result in termination and/or require additional screening at the discretion of the employer.

Adopted: 4/27/2016 (Competitive)

HARDWARE-SOFTWARE TECHNICIAN

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DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the installation, maintenance and problem resolution for personal computers. The position requires frequent contact with computer users in identification of needs and resolution of hardware and software problems. Additionally, an employee in this class is responsible for providing help-desk support to employees by evaluating, diagnosing and troubleshooting computer problems related to software packages and hardware issues. The work is performed under the general supervision of a higher level supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES: Provides employees with first-level diagnosis and troubleshooting of computer problems relating to software packages, hardware issues, work processing, spreadsheets, accounting systems and specific applications. Installs and tests computer hardware; Maintains and repairs computer and peripheral equipment; Coordinates with service providers to ensure the timely completion of repairs; Coordinates the cabling necessary to establish networks; Participates in the development and enforcement of standards and policies regarding hardware and software systems; Maintains inventory of computer hardware and software, including maintenance and repair records; Follows-up with employees to ensure problems are resolved and updates them regarding actions taken or planned; Creates or assists other employees in creating forms, reports or databases; Enters data into various databases; Performs a variety of clerical tasks including answering phones and taking messages.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Excellent knowledge of typical personal computer hardware and software applications; Excellent knowledge of modern office terminology, procedures, equipment and business English; Good knowledge of information technology help desk procedures, processes and practices; Skill in the use of tools and equipment used in the installation and repair of computer and networking hardware; Ability to establish effective working relationships with employees in other departments at all levels; Ability to understand and follow complex oral and written instructions; Ability to express oneself clearly and effectively both orally and in writing; Ability to maintain inventory and operational records; Ability to perform close detail work; Ability to lift up to 40 pounds; Initiative, tact; patience; good judgment; Resourcefulness; Courtesy.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in computer science, computer technology, computer repair or a closely related field and one year experience installing software and troubleshooting both hardware and software; or
- B) Three years experience as indicated above; or
- C) An equivalent combination of training and experience as indicated within the limits of A) and B).

SPECIAL NOTE: Because of the radical evolution of technology in this field, qualifying experience must have been gained within the last 10 years.

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Background Investigation and additional screenings: Each candidate is subject to a thorough background investigation to comply with requirements related to security, data types and supported systems. A conviction at any time may bar appointment to this position, result in termination and/or require additional screening at the discretion of the employer.

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Adopted: 8/12/2013 (Competitive)

INFORMATION TECHNOLOGY MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Mayor, the Information Technology Manager directs, manages, supervises and coordinates the activities and operations of the Information Management & Technology Department including hardware, software, network and computer systems administration; identifies, recommends, develops, implements and supports cost-effective technology solutions for all aspects of City government. The IT Manager sets overall City information technology policy to meet overall organizational goals. The IT Manager prepares bid specifications and analyzes bid proposals for hardware and software; manages all contracts for services; coordinates activities with other departments and outside agencies. Administrative and technical supervision is exercised over all information technology staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Management & technical responsibility for assigned services and activities of the Information Management & Technology department including designing, implementing, and administering City-wide information technology activities.
2. Serves as chief technology advisor to the Mayor and members of City Council, as well as to department heads and managers on information technology.
3. Manage, maintain, upgrade and direct the installation, operation, and maintenance of information technology hardware and software.
4. Administer and provide ongoing technical support and training for staff.
5. Set City-wide information technology use policy.
6. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs.
7. Plan, direct, coordinate and review the work of information technology staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
8. Develops and administers the department's annual budget.
9. Coordinates information technology capital improvement purchases for all City department.
10. Evaluate existing information technology needs of all departments; propose recommendations to maintain and improve the quality of service; plan, coordinate and implement improvements in service.
11. Prepare bid specifications and analyze bid proposals for hardware and software citywide; analyze bid proposals for hardware and software; manages all contracts for services.
12. Coordinates information technology activities with outside agencies.
13. Manage and/or coordinate implementation of all technology projects within the City.
14. Ensure the security of all network files, assignment of network, and backup of all network data.
15. Maintain inventory control of all City information technology equipment.
16. Researches, analyzes and communicates new concepts, ideas and techniques in information systems.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

1. Thorough knowledge of state of the art information and communication technology and concepts, including enterprise wide networking, distributed systems, relational database technology, open

systems, local/wide area networking, personal computing applications, desktop computing and telecommunications.

2. Thorough knowledge of organizational management, public and business administration and budgeting.
3. Thorough knowledge of the principles and methods of project management and contract management.
4. Thorough knowledge of sound financial and business practices as it relates to equipment and service acquisition, budgeting, funding, billing and cost containment
5. Ability to plan, organize and supervise the work of a diverse and highly technical staff to meet organization-wide and departmental user needs for a wide variety of information and telecommunication needs.
6. Ability to work effectively with elected officials, executive, management, administrative and technical staff.
7. Ability to present ideas clearly and concisely, both orally and in writing.
8. Sound Judgment, innovative; flexible; resourceful; initiative; tact.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in business or public administration, computer science, computer engineering, information systems or other closely related field and ~~six-five~~ years of ~~executive-level-~~ information systems ~~management~~ experience providing a wide variety of technical support in a mid to large size local government and one year of executive level information systems management experience in a mid to large size local government; **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 a Bachelor's degree and eight years of technical support experience and 3 years management experience as defined above; **OR**
- C. 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 and ten years of technical support experience and 5 years management experience -as defined above.

SPECIAL NOTE: Because of the radical evolution of technology in this field, qualifying experience must have been gained within the last 10 years.

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C. Background Investigation and additional screenings: Each candidate is subject to a thorough background investigation to comply with requirements related to security, data types and supported systems. A conviction at any time may bar appointment to this position, result in termination and/or require additional screening at the discretion of the employer.

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Adopted: 11/30/16 (Competitive)

Information Technology Specialist – Public Safety (Police)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for implementation, maintenance and support of information systems with the Police Department and developing programs, procedures, workflow, and documentation to improve existing systems. The incumbent will also perform research, and analytical tasks for the Police Department. Work is performed under general direction of the Information Technology Manager, with considerable leeway for independent judgment. Supervision is exercised over subordinate Information Management & Technology personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Researches new technologies being used in Police departments.
- ~~Is the application specialist for New World Systems and other related applications used within the Police Department.~~
- Assists in the maintenance of the various application databases and ensures data accuracy and integrity.
- Maintains and supports all hardware and software used in the Police Department
- Researches the procurement of hardware/software and upgrade/replacement of the departments' various computer technologies.
- Assists in the management of special projects dealing with vendors and support personnel within the Public Safety areas.
- Assist in building and maintaining the records management system (RMS) to include customizing the system configuration, agency preferences, building code and translation code tables, testing data migration, and troubleshooting functionality problems.
- Conducts maintenance of the records management system application to identify incident trends and deployment strategies.
- Cross trains on various public safety related records management systems (RMS) and other applications in order to serve as backup for other public safety technology positions.
- Evaluates the training needs of department personnel relative to computer technologies and assists in the coordination of the necessary training of internal personnel.
- Works with other Public Safety personnel and City technology staff in the preparation of training material relative to Public Safety technologies.
- Works on assignments that are moderately complex under direct or indirect supervision, where there is latitude for independent action decision making.
- Performs other related duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Proficiency in MS Office: Excel, Word, PowerPoint and Publisher
- ~~Knowledge of law enforcement applications (ie. TRACS, NWS AEGIS/RMS, and Mobile Data Terminal systems) is preferred.~~
- ~~General knowledge of various technologies related to law enforcement is preferred.~~
- ~~Ability to learn, control and manage interconnected software systems~~
- ~~Ability to implement and manage change control systems~~
- Thorough knowledge of operation, care and adjustment of computers and related peripheral equipment.
- Ability to resolve problems, be capable of thorough research, and develop alternatives and solutions.
- Possess strong analytical and communications skills; detail-oriented with the ability to multi-task.
- Ability to understand, actively learn and apply new technologies.
- Ability to work independently with moderate instruction.
- Skill in interpersonal relations.
- Skill in oral and written communication.
- Physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS:

A.) Master's degree in ~~Criminal Justice~~ Computer Science or Computer Technology or related field, OR

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A->B.) Bachelors degree in ~~Criminal Justice~~ Computer Science or Computer Technology or related field, plus minimum of 2 year experience with computer technical support/training; OR

B->C.) ——— Associates degree in ~~Criminal Justice~~ Computer Science or Computer Technology or related field, ~~plus 2 years criminal justice experience~~, plus minimum of 3 years experience for computer technical support/training; OR

C->D.) ——— An equivalent combination of training and experience as indicated with the limits of A) and B).

SPECIAL NOTE: Because of the radical evolution of technology in this field, qualifying experience must have been gained within the last 10 years.

Background Investigation and additional screenings: Each candidate is subject to a thorough background investigation to comply with requirements related to security, data types and supported systems. A conviction at any time may bar appointment to this position, result in termination and/or require additional screening at the discretion of the employer.

Adopted: 1/25/17 (Competitive)

WEBSITE & SOCIAL MEDIA COORDINATOR

DISTINOUISHING FEATURES OF THE CLASS: This position is responsible for coordinating the development and distribution of web-based information and social media posts regarding the City's programs, projects, services, meetings, etc. The work involves developing and creating web-content, navigation, graphic designs and social media content in conjunction with city departments. Work is performed under the direction of the Information Technology Manager with some leeway for independent judgement. Supervision is not a function of this class. Does entry level IT tasks and related work as required.

TYPICAL WORK ACTIVITIES:

1. Creates, edits, maintains and posts web content including text, audio, video, meeting notices, minutes, reports, legislation, etc
2. Develop, implement and manage social media strategy for all City departments
3. Coordinates web projects with departments.
4. Schedules and coordinates all public meetings
5. Addressing and responding to user comments and complaints as they relate to site functionality, usability, accessibility and troubleshooting
6. Refreshes website content to ensure accuracy and timeliness of information and images
7. Use Google Analytics to review website traffic and create reports analyzing constituent use of site
8. Works with Departments to post press releases on website and social media

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

1. Thorough knowledge and experience in maintaining websites and web content
2. Good knowledge of Facebook, Instagram, LinkedIn, Twitter and other social media best practices
3. Good interpersonal and communication skills
4. Ability to work well with tight deadlines and good time management skills
5. Ability to adapt to change
6. Ability to follow oral and written directions
7. Ability to present ideas clearly and concisely, both orally and in writing.
8. Ability to operate a personal computer as well as various software used to achieve the City's public information goals and objectives.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Web Design, Information Systems, Computer Science, Communication/Media, Public Administration or closely related field and one year experience in maintaining website and social media content; **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 Web Design, Information Systems, Computer Science, Communication/Media, Public Administration or closely related field and two years of experience in maintaining website and social media content; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and four years of experience in maintaining website and social media content

SPECIAL NOTE: Because of the radical evolution of technology in this field, qualifying experience must have been gained within the last 10 years.

Background Investigation and additional screenings: Each candidate is subject to a thorough background investigation to comply with requirements related to security, data types and supported systems. A conviction at any time may bar appointment to this position, result in termination and/or require additional screening at the discretion of the employer.

Adopted 12/15/21 (Competitive)

STREET MAINTAINER

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work involving responsibility for the collection and disposal of refuse and maintenance of streets. The work is performed in a close supervision at all times. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in patching and grading of streets; Rakes, tamps and shovels cold patches; Cleans and flushes streets; Shovels and removes snow from streets; Collects and disposes of rubbish; Assists in repairing sweepers; Works on refuse collection route, lifting cans from curb to truck or emptying cans in truck; Oils and cinders streets; May clean vehicles after each shift; Assists in the paving of city streets.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Willingness to perform routine manual work; ability to lift heavy weights; willingness to work under all weather conditions; physical strength and endurance; sobriety; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; physical condition as necessary to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Possession of a New York State ~~Class 5 vehicle~~ driver's license at time of appointment and must maintain the license during the entire length of appointment.

NOTE: Some experience in heavy manual labor is desirable.

Revised: 10/30/97

Revised: 03/27/09

Revised: 12/18/13

Revised: 02/27/19

Revised: 12/21/2022

Account Clerk II

DISTINGUISHING FEATURES OF THE CLASS:

Work involves the receiving, balancing, and accounting of money with considerable accuracy and speed. The Account Clerk IIs are responsible for shortages in their own receipts. Employees in this class are also involved in reconciliation of bank accounts. The work is performed under general supervision of the Treasurer in accordance with definite and prescribed practices and procedures. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Receives customer payments at window and through the mail for water/sewer rents, garbage bag sales, property and garbage violations, alarms, parking tickets and other sources of income. Receives and processes checks, and cash received from other departments. ~~Reimburses petty cash to various departments.~~ Balances window receipts daily and turns in deposit to Treasurer. ~~Prepares bank deposits.~~ Assists with bank reconciliations and research inconsistencies. ~~Processes returned checks and cancelled payments.~~ Research information for auditors as needed. Assists with miscellaneous billing generated by the Treasurer's office and its collection. Process final water readings for closings. Enter parking tickets into system. Provide administrative support for parking hearing process as needed. Answers telephones and assists customers and other departments as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of business arithmetic, proper grammar, and spelling. Working knowledge of office terminology, procedures, and equipment. Ability to accurately handle and account for large sums of money and be able to detect fraudulent currency and checks. General knowledge of data entry and the use of a computer. Able to work as a team member and follow instructions regarding job procedures. Deals with co-workers and customers with tact, courtesy, patience, and discretion; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and one year of public contact work involving the receiving or handling of cash, maintaining, and checking of financial accounts and records or
- (b) Three years of satisfactory clerical experience with at least one year of work experience as described in (a) or
- (c) Graduation from a high school or possession of a high school equivalency diploma and at least three completed business, math or accounting courses in an accredited college or vocational school or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c) above.

Adopted: 3/21/07

Revised: 3/27/09

Principal Clerk

DISTINGUISHING FEATURES OF THE CLASS: This is highly important clerical work involving responsibility for the frequent exercise of independent judgment in planning and managing complex clerical activities and independently performing the more responsible and complex functions. The work is performed in accordance with general instructions regarding objectives, policies, and procedures. Difficult technical or policy problems are referred to a supervisor for decision or review of judgment if recommendations are made.

TYPICAL WORK ACTIVITIES: Plans, assigns and reviews clerical work and instructs employees in the details of specialized clerical work; Revises and develops improved work procedures and methods and installs those approved by superiors; Receives and reviews complaints and assigns necessary follow-up action; Assists superiors in the preparation of budget information, collection of data, and compiling of statistics, ~~and solution of personnel problems~~; Maintains complex activity control records, schedules work loads and flow and coordinates the work with that of other units; Maintains complex indexing, coding and filing systems; Supervises and participates in the maintenance of routine financial, ~~personnel, payroll~~ and stock control records not requiring specialized account keeping training; Completes a variety of general billing responsibilities (paper/electronic, invoices, Police, DPW); Uses a variety of office machines, including a ~~typewriter~~, calculator and copier in performing duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; working knowledge of modern office machines and ability to apply it to recurring work problems; thorough knowledge of policies, laws and regulations relating to the program of the particular agency; ability to plan, assign and supervise the work of clerical assistants; ability to understand and carry out complex oral and written directions; ability to prepare correspondence and reports; ability to deal effectively with the public; good judgment in solving complex clerical problems; initiative and resourcefulness; tact and courtesy; integrity; Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of an equivalency diploma and five years of progressively responsible clerical experience; or
- (b) Seven years of progressively responsible clerical experience; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above

Amended: December 18, 1987

Revised: 3/27/09

SENIOR PAYROLL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for technical clerical work in connection with the preparation of payrolls and related data in an automated payroll system. The incumbent supervises clerical procedures for the health insurance program. The work is performed under administrative direction and in accordance with established practices. Supervision may be exercised over subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES: Prepares complete payroll work copies for data processing and audits work sheets for accuracy of additions and deletions and control summaries; Processes daily time off requests for all DPW employees and tracks records for vacation, sick, and personal leave; Examines appropriate documents to ascertain an individual's eligibility for authorization of payment; Renders advice and assistance on proper allocations of pay, payroll and employee benefits to employees; Directs the various deduction programs in the payroll preparation process; Balances withholdings each payroll and prepares monthly withholding statements; ~~May distribute adjusted payroll registers to various municipal departments for final review before submission to Civil Service;~~ May perform other clerical functions related to payroll such as preparing short payrolls, CETA payrolls, retirement reports and proofreading checks; Enters requisitions for purchasing of items/services as needed; Enters all milling and paving requisitions and pay invoices

NOTE: When the incumbent supervises the health insurance program, the Typical Work Activities also include: Certifies eligibility of employees covered by the Health Plan; Computes bills for companies providing coverage with appropriate additions and deletions of members; Answers inquiries and assists employees with various aspects of the hospitalization plan; Handles correspondence with company providing coverage of New York State with regard to coverage questions; Makes arrangements with retirees, surviving spouses and employees temporarily off payroll with regard to continuing insurance and collecting premiums.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Thorough knowledge of payroll procedures and employee insurance programs; good knowledge of business arithmetic; working knowledge of Federal, State and local laws, rules and regulations with respect to payroll preparation; ability to get along well with others; ability to plan and supervise the work of others; initiative; accuracy; tact; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or the possession of a high school equivalency diploma and three years of satisfactory clerical experience, one year of which must have involved the preparation of payrolls and/or clerical work related to payrolls and employee benefits programs.

Amended 8-19-85

Revised: 3/27/09

STORES CLERK

DISTINGUISHING FEATURES OF THE CLASS: This work involves the receipt, storage, maintenance and issuance of materials, supplies and equipment valued in the thousands of dollars. The work is performed under the general supervision of the Purchasing Agent with leeway allowed for the exercise of independent judgment in planning the scope of operations. Does related work as required.

TYPICAL WORK ACTIVITIES:

Checks in quantity and quality of supplies, materials and equipment to make sure of conformance to standards in specifications, bids/contracts and purchase orders; Processes specialized materials such as ~~school science and art materials~~, books, ~~toys~~ and equipment; Physically moves materials and supplies in and out of the storeroom; Maintains inventories and sets up a system for replacing items and replenishing stores; Receive deliveries from USPS and assorted commercial shipping companies, and sort and deliver to their destination; Performs a variety of custodial tasks in the storeroom and makes minor repairs on office equipment; ~~Oeeasionally, may supervise subordinate clerical or Stores Helpers.~~ Maintain postage machine; Submit monthly postage resports to Comptroller and Purchasing; Proper handling of bulk mailing projects from the city (water bills, etc.)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Thorough knowledge in the proper methods in maintaining a moderately size storeroom; good knowledge in keeping accurate records or inventory of supplies and materials; good knowledge in the purchasing and requisitioning procedures; ability to keep accurate records; integrity; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Two years of experience in storekeeping duties involving the routine receipt, documentation and dispersal of a variety of materials and supplies.

Adopted: 1/10/83

Revised: 3/27/09

STATIONARY ENGINEER

DISTINGUISHING FEATURES OF THE CLASS:

This is a technical and supervisory position over the cleaning and maintenance activities in the City Facilities. The sophisticated and complex heating and ventilation equipment is repaired, modified, or corrected by private contractors and the equipments' manufacturers. The incumbent is responsible for checking and maintaining the general equipment and plumbing and electrical facilities. The work is performed in accordance with prescribed procedures and under general policies outlined by the Commissioner of Public Works. The work involves supervision over the work of skilled mechanics and general maintenance workers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, assigns, trains, and reviews the work of building maintenance and cleaning personnel; Supervises and participates in general cleaning and maintenance activities; Oversees the operation, use and general maintenance of the heating, ventilating, cooling, and electrical systems in City Facilities, calling for expert and skilled contractors to perform the more difficult and complex repairs; Inspects the conditions of the City Facilities and develops short and long range cleaning and maintenance work schedules; Makes the necessary arrangements for Painters and Carpenters to renovate and/ or repair equipment and building facilities; Provide facilities support for state and county buildings as well as baseball stadium as needed; Sets up procedures for emergency evacuation and security procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Thorough knowledge of operation and maintenance practices of building, its equipment and plumbing and electrical facilities; good knowledge of the building trade; good knowledge in the care and maintenance of building equipment, such as fans, motors, pumps and toilets; good knowledge of energy conservation measures; ability of plan, train and supervise the work of others; ability to get along well with others; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Three years of responsible experience on one or more of the skilled trades in building maintenance and repair work of which one year shall have been in a supervisory capacity.

Adopted: 1/10/83 (Competitive)

Revised: 10/29/08 (Competitive)

Revised: 3/27/09

ZONING OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the application of zoning, compliance and enforcement of the Municipal zoning ordinance and other applicable laws, statues, ordinances, codes, rules and regulations related to the use, development and construction of land, property and building within the city. The duties involve responding to inquiries on zoning of land, issuing zoning letters for: permitted uses, application for land use development, variances, signage, fences and other inquiries including but not limited to: investigation for purposes of answering complaints, determination of violations and processing of applications for zoning change, agendas, public notices, staff reports for the Planning Commission and Zoning Board of Appeals. Attends meetings as required. The work is performed under general supervision and direction of the Director of Planning, Housing & Community Development with leeway allowed for exercise of independent judgment in carrying out details of the work. Works with and assists the Supervisor of Building Inspection and Construction for the enforcement of zoning and site plan requirements. Does related work as required.

TYPICAL WORK ACTIVITIES: Reviews land use applications, variances, developments, site plans, some building permit applications for compliance with zoning and other applicable laws and may issue certain permits if approved: Upon request, accompany Police to support efforts in identifying and prosecuting illegal clubs and other unauthorized venues including illegal marijuana dispensaries: Inspects for development/land use, interprets zoning ordinances, variances and new construction or property sites for compliance with zoning laws and ordinances: Responds to complaints and referrals: Prepares notices of zoning violations: Orders corrective action and advises violators of required procedures: Issues notices of violation and appearance tickets: Explains zoning ordinances, codes and regulations to applicants, contractors and the public: Prepares maps, field inspection reports and other information as may be necessary to support the Planning Department or assist in decisions by the Zoning Board of Appeals, and Planning Board or Commission and Commission on Architecture and Urban Design or other boards. Works with other departments and Corporation Counsel to recommend amendments and revisions to the zoning ordinance as necessary: Reviews both zoning and planning use permits/applications to verify they are complete and information is accurate; Assists applicants with information needed to complete zoning and planning use approvals: Informs public and city personnel as to questions which they may have with respect to zoning ordinances: May appear in court to represent City on Zoning cases: Provides office coverage, when necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of local zoning ordinances and related laws: Good knowledge of zoning development controls including subdivision codes and State Environmental Quality Review Act: Working knowledge of City of Binghamton planning and zoning statues: Working knowledge of impact and relative compatibility of land uses and development principles and practices relative to zoning: Ability to understand and explain provisions of the zoning ordinance in clear, non-technical terms: Ability to prepare records and reports: Ability to establish and maintain cooperative working relationships with public officials, contractors and the general public: Ability to operate a personal computer and utilize common office software programs including work processing, spreadsheet, and database at an acceptable rate of accuracy and speed: Physical condition commensurate with the demands of the position.

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 Master's degree in planning, architecture, engineering technology, construction technology or a 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 a Bachelor's degree in planning, architecture, engineering technology, construction technology or a related field and one (1) year of relevant experience.
- (c) High school graduate and three (3) years of experience in the fields of planning or zoning or building and construction or code enforcement or an equivalent amount of training and experience as defined in (a) or (b) above.

Revised: 7/25/18