|  |  |  |  |
| --- | --- | --- | --- |
| New Postings~February 2, 2017 |  |  |  |
| **Agency** | **Position** | **Position Requirements** | **Projected Salary** | **Expiration Date** |
| **Arts, Council on the** | **Executive Assistant Location: NYC** |  **Minimum Qualifications:**  The Executive Assistant position is open to candidates that possess:• 2-4 years of experience in related administrative or office management position• Experience interacting with people of diverse professional and personal backgrounds• Experience performing numeric analysis and synthesis of information• Ability to prioritize and schedule work in a fast paced and complex work environment• Ability to organize with meticulous attention to detail• Excellent written, social, and verbal communication skills• Fluent in Microsoft Office Suite, PowerPoint, Acrobat, PDF Creator, Photoshop, and Internet ResearchEducation:BA, BS, or BFA required | $52,000 to $58,000   | 2/16/2017 |
| **Children and Family Services, Office of (OCFS)** | **General Mechanic Location: MacCormick Secure Center300 South Road Brooktondale, NY 14817Tompkins County** |  **Minimum Qualifications:** Four years of full-time experience in a trade under a skilled journey-level position which would provide training equivalent to that given in an apprenticeship program. Apprentice training in a trade or training gained by the completion of technical courses in a trade at a school or institute may be substituted for the above experience on a year-for-year basis. | $40,172 - $49,041  | **2/18/2017** |
| **Children and Family Services, Office of (OCFS)** | **Youth Division Aide 2, (Hourly) Location: Red Hook Residential Center531 Turkey Hill RoadRed Hook, NY 12571Dutchess County** |  **Minimum Qualifications:** One year of satisfactory full time experience\* in the care and programming of youth\*\* under 21 years of age; Or one year of full time experience\* in the care, programming and/or secure custody of residential clients in a health care, mental hygiene or correctional institutional setting; Or high school graduation or equivalency diploma.  \*Appropriate verifiable part-time experience will be accepted on a prorated basis.  \*\*Direct –care experience with youth involved in the juvenile justice system or in an institutional, camp, school, community center, youth rehabilitation program, or residential center. Satisfactory completion of the probation period must include possession of a valid motor vehicle operator’s license and the ability to operate a motor vehicle legally in New York State. | **$16.27/hour**  | **2/15/2017** |
| **Children and Family Services, Office of (OCFS)** | **Youth Facility Director 3, Location: MacCormick Secure Center300 South RoadBrooktondale, NY 14817Tompkins County** |  **Minimum Qualifications:** One year of experience as a Youth Facility Assistant Director 3, M-1 or Youth Facility Director 1, M-1.OR – OCFS Experience One year of professional experience at G-26/M-2 or above; or two years of professional experience at G-24/M-1; or three years of experience at G-23 or above; or a satisfactory equivalent combination of the above experience. Qualifying experience must have been gained in a facility-based position, or in a central office position having substantial responsibility for the support of OCFS operated residential programs.OR – NYS Experience – Non-OCFSOne year of professional experience at G-28/M-3 or above; or two years of professional experience at G-26/M-2 or above; or three years of professional experience at G-24/M-1 or above. Qualifying experience must have been gained in a facility-based position, or in a central office position having substantial responsibility for the support of residential programs. Two years of the required experience must have included responsibility for the supervision of professional staff.OR Non-State ExperienceBachelor’s Degree and seven years’ experience must have been gained in the overall administration of a care/custody facility for adult correctional, juvenile justice, mental health or forensic mental health clientele. Qualifying experience must have been gained in a facility-based position having substantial responsibility for the support of residential programs. Two years of the required experience must have included responsibility for the supervision of professional staff.  | $89,152-$112,660  | **2/14/2017** |
| **Dormitory Authority, (DASNY)** | **Confidential Legal Assistant Location: NYC** | **MINIMUM QUALIFICATIONS:** · High school diploma plus five years relevant experience.or· Associate’s degree field plus three years relevant experience.or· Bachelor’s degree.**Preferred Qualifications**Associate’s degree in Business, Paralegal Studies, Executive Secretarial Sciences or a related field plus three years relevant experience. Knowledge of computer applications/databases such as Lexis/Nexis, Westlaw, PACER and LBDC.**Essential Skills**§ Demonstrated judgment and discretion in matters of confidentiality.§ Good oral and written communications skills.§ Demonstrated organizational skills and ability to prioritize.§ Excellent interpersonal skills.§ Demonstrated ability to work independently and exercise sound judgment.§ Proficiency in PC applications such as Outlook, Excel, Access, Word and PowerPoint. | **$45,142**  | **2/15/2017** |
| **Dormitory Authority, (DASNY)** | **Assistant Architect Location: Albany** | **MINIMUM QUALIFICATIONS:** Bachelor’s degree. Must be licensed and registered in NYS as a Registered Architect. Must possess a valid driver’s license.**Preferred Qualifications**Bachelor’s degree in Architecture plus 1 - 2 years relevant post-license experience. Must be licensed and registered in NYS as a Registered Architect. Must possess a valid driver’s license. Knowledge of CAD and Building Information Modeling (BIM) a plus.**Essential Skills**· Demonstrated ability to work independently and exercise sound judgment.· Demonstrated analytical skills.· Excellent oral and written communications skills.· Proficiency in PC applications such as Microsoft Outlook, Excel, Access, Word and PowerPoint. | **$57,927**  | **2/16/2017** |
| **Financial Services, Department of** | **Deputy Superintendent for Foreign and Wholesale Banks Location: NYC** | **MINIMUM QUALIFICATIONS: The ideal candidate must possess:Education and Experience:**A Bachelor’s Degree and ten years of experience in Banking or Financial Services, five years of which must have been at a managerial level.A Master’s Degree or Juris Doctorate may substitute for one year of the non-managerial experience.A Ph.D. may substitute for two years of the non-managerial experience.Leadership:Strong intellectual and management skills, and must demonstrate initiative and dedication to improvement in a complex, rapidly changing landscape. | **Commensurate with experience** | **3/3/2017** |
| **General Services, Office of**  | **Tandem Tractor Trailer Operator (part-time position)Posting #17-30-CPLocation: Support Services: Distribution ManagementDownstate Distribution CenterWest Brentwood** | **MINIMUM QUALIFICATIONS:** Possession of a valid Class A Driver's License issued by the New York State Department of Motor Vehicles and meet requirements of the New York State Thruway Authority for tandem trailer operation.Pursuant to the Federal Omnibus Transportation Act, pre-employment drug and alcohol testing will be required. Once appointed to/selected for the position, random drug and alcohol testing will be required. **Duties:**Duties include but are not limited to: • Operate and drive a tractor-trailer unit to one or more destinations.• Assist with loading and unloading of the trailer.• Ensure the tractor and trailer are maintained.• Monitor gauges and check fluid levels and tire pressures.• Work in the warehouse at such times that deliveries are not required.• Perform tasks in an efficient, timely, and safe manner.**Operating Needs:**• Possession of a valid Class A Driver’s License issued by the New York State Department of Motor Vehicles.• Possession of an Interstate Commerce Commission Certificate for the operation of a tractor trailer and continuously meet requirements set by the NYS Thruway Authority for tandem tractor operation.• Must be able to operate an electronic pallet jack.• Must be able to lift a minimum of 70 pounds. | **$19.24/hour** | **2/15/2017** |
| **General Services, Office of**  | **Senior Parking Services AttendantPosting #17-32-JKLocation: Real Property & Facilities ManagementParking ManagementEmpire State Plaza & DowntownAlbanyJURIS. CLASS** | **MINIMUM QUALIFICATIONS:** Candidates must be physically able to perform the duties assigned. Possession of a valid New York State driver’s license may be required.**Duties:**Responsible for the direct supervision of approximately 8-10 Parking Services Attendants ensuring all necessary training is provided and written annual evaluations are completed to ensure that they possess the ability and skills required to perform their daily responsibilities in a professional and efficient manner. Responsible for the supervision of multiple visitor lots with little to no supervision. Responsible for the collection, verification, and depositing of all visitor and permit revenues. Responsible for the supervision and management of enforcement operations in all permitted lots and garages. May oversee various maintenance operations including but not limited to: snow removal, landscaping, lot restriping, cleaning and general maintenance. In addition, Senior Attendants may be responsible to manage other aspects of the Parking Management Bureau such as Uniform management and distribution, providing electronic reports to management when requested, issuance of parking permits and other program duties as assigned. | **$32,178.00**  | **2/17/2017** |
| **General Services, Office of**  | **Plant Utilities Engineer 1 (Hourly) Posting #17-35-JKLocation: Real Property & Facilities Management Division of Utilities ManagementEmpire State Plaza/Harriman State CampusAlbany** | **MINIMUM QUALIFICATIONS:** Two years of satisfactory hands-on experience in the operation and maintenance of boilers and/or auxiliary equipment or HVAC equipment in commercial, industrial, or institutional facilities (experience limited to residential applications is NOT considered qualifying); -AND- An associate's degree in Plant Utilities Technology or the equivalent. In order to determine whether a specific degree is equivalent to the Plant Utilities Technology program, the major course of study must include a minimum of 30 college semester credit hours in core curriculum courses, creditable toward the degree, in any combination of the following course areas: Heating Ventilation and Air Conditioning, Electrical Circuits, Fluid Mechanics, Technical Communications, Thermal Dynamics, Utility Refrigeration Mechanics, Blueprint Reading and Sketching, Physics, Boiler and Steam Systems, Industrial Electricity, Electric Utility Systems, Plant Operation and Maintenance, Industrial Instrumentation and Control, Industrial Safety, Environmental Air Quality. -OR- 1. Thirty college semester credit hours in core curriculum courses creditable toward an associate's degree in Plant Utilities Technology or the equivalent, in any combination of the course areas as described in No. 1 above. -OR- 2. Four years of satisfactory hands-on experience in the operation and maintenance of boilers and/or auxiliary equipment or HVAC equipment in commercial, industrial, or institutional facilities (experience limited to residential applications is not considered qualifying); -OR-3. Completion of a state Department of Labor apprenticeship program for stationary engineers or for plant maintenance (plumber/steamfitter) or plant maintenance (refrigeration/AC), which is a minimum of four years in duration; -OR-4. Possession of a Stationary Engineer or Boiler Operator license, which required a minimum of four years of experience or training. -OR-5. A bachelor’s degree (from SUNY Maritime College) in Facilities Engineer.  | **$21.56/hour** | **2/17/2017** |
| **General Services, Office of**  | **Construction Equipment Operator Posting #17-34-JKLocation: Real Property & Facilities ManagementPlaza OperationsAlbany** | **MINIMUM QUALIFICATIONS:** One year of experience in the operation of equipment noted as appropriate for this class and the possession of a valid New York State driver’s license appropriate for the type of vehicle operated.  Some examples of appropriate equipment for this class: Self-propelled sweepers, front end loaders and dump trucks. A demonstration test may be required at the time of interview.Pursuant to the Federal Omnibus Transportation Act, pre-employment drug and alcohol testing will be required. Once appointed to/selected for the position, random drug and alcohol testing will be required. | **$32,178.00**  | **2/17/2017** |
| **General Services, Office of**  | **Electrician Posting #17-33-JKLocation: Real Property & Facilities ManagementPlaza OperationsEmpire State PlazaAlbany** | **MINIMUM QUALIFICATIONS:** Successful completion of a NYS two-year Electrician Traineeship\* or NYS two-year electrician training program\*; OR successful completion of any equivalent electrical two-year training\* or apprenticeship program\*; OR four (4) years of full-time experience in the electrical trade under a skilled journey-level electrician which would provide training equivalent to that given in an apprenticeship program. Apprenticeship training in the electrical trade or training gained by completion of technical courses in the electrical trade at a school, institute, or branch of the Armed Services may be substituted on a year-for-year basis.\* As part of the Traineeship or training program, candidates must successfully complete 288 hours of trade-specific classroom instruction, 45 hours of technical math, 45 hours of technical communications, and 15 hours of blueprint/schematic reading coursework with an average grade of C or better. Additionally, candidates must successfully complete 4,000 hours of on-the-job training. | **$40,172.00**  | **2/17/2017** |
| **General Services, Office of**  | **Maintenance Supervisor 1 Posting #17-36-JKLocation: Real Property & Facilities ManagementPlaza OperationsEmpire State PlazaAlbany** | **MINIMUM QUALIFICATIONS:** One year of experience as a skilled tradesperson with appropriate experience which will vary based on the assigned responsibilities in the mechanical, electrical, building or other trades subsequent to the completion of an apprenticeship or equivalent training and experience.Employees who have permanent status in the posted title and are interested in reassignment are encouraged to respond to this posting. Application Process: Candidates are required to provide specific, verifiable information about their qualifying experience with the Application for Posted Position (ADM 227). This information should be on the letterhead of the employer under whom the qualifying experience was gained and include names and titles of supervisors, duties performed during the training period and specific dates of employment and be signed by that employer. Candidates who do not submit appropriate documentary proof that they meet the minimum qualifications will not be considered for appointment. Per Agreement between the Civil Service Employee Association, Inc. and the State of New York, Article 45 (c) the requirement to prove qualification shall rest with the employee. | **$45,018.00**  | **2/17/2017** |