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| New Postings ~ July 20, 2017 | |  |  |  |
| **Agency** | **Position** | **Position Requirements** | **Projected Salary** | **Expiration Date** |
| **Corrections and Community Supervision, Department of (DOCCS)** | **Translator Location: DOCCS Central Office (Albany County)** | **Minimum Qualifications:** Bachelor’s degree with a major in Spanish OR Bachelor’s degree in any field, supplemented by 12 credit hours in Spanish and one year of full time experience in translating from Spanish to English and from English to Spanish. | **$44,565** | **8/9/2017** |
| **Corrections and Community Supervision, Department of (DOCCS)** | **Dental Hygienist Location: Cape Vincent Correctional Facility (Jefferson County)** | **Minimum Qualifications:** Must have a license to practice as a Dental Hygienist in New York State. | **$40,172** | **8/9/2017** |
| **Corrections and Community Supervision, Department of (DOCCS)** | **Electronic Equipment Mechanic Location: Watertown Correctional Facility (Jefferson County)** | **Minimum Qualifications:** Must have four years of satisfactory experience in the installation, maintenance, and repair of electronic equipment. Examples of electronic equipment includes, but is not limited to, medical electronic equipment, scientific equipment, communication equipment, control equipment, and instrumentation. Substitution: Either 1. an associate’s degree in electronic technology or successful completion of a two-year technical professional certification program in the electronics field may be substituted for two years of the required experience; Or 2. graduation from a high school technical electronics education program recognized by the New York State Education Department as meeting the standards for technical education may be substituted for one year of the required experience. | **$40,172** | **8/9/2017** |
| **Corrections and Community Supervision, Department of (DOCCS)** | **Recreation Program Leader 1 Location: Clinton Correctional Facility (Clinton County)** | **Minimum Qualifications:** Must have, either 1. an associate's degree in physical education, recreation, recreational therapy, or a closely related recreational field\* AND two years of experience directing or assisting in the direction of a scheduled, organized recreational program; or 2. a bachelor's degree in physical education, recreation, recreational therapy, or a closely related recreational field\*; or 3. a bachelor's degree AND two years of experience as described in #1 above. \*Qualifying closely related field degrees (for the 2/6/16 exam) are: athletic training, exercise science, kinesiology (athletic training), kinesiology (physical education), kinesiology (sports management), movement and science, recreation and leisure studies, recreation education, recreation management, sports management, or therapeutic recreation. | **$44,564** | **8/9/2017** |
| **Corrections and Community Supervision, Department of (DOCCS)** | **Electrician Location: Gouverneur Correctional Facility (St. Lawrence County)** | **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. | **$40,172** | **8/9/2017** |
| **Corrections and Community Supervision, Department of (DOCCS)** | **Cook Location: Wyoming Correctional Facility (Wyoming County)** | **Minimum Qualifications:** Three years of experience in large food service operation, offering a full range menu serving at least 300 meals daily, including one year experience in the supervision of subordinate employees or working inmates or patients. Completed academic work in a degree program for food management, or hotel management with a concentration in food preparation, may be substituted on a year for year basis, up to a maximum of two years, for the non-supervisory experience. | **$37,998** | **8/9/2017** |
| **Corrections and Community Supervision, Department of (DOCCS)** | **Electrician Location: Wyoming Correctional Facility (Wyoming County)** | **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. | **$40,172** | **8/9/2017** |
| **Dormitory Authority, (DASNY)** | **Assistant Project Manager Location: Brooklyn College Field Site** | **MINIMUM QUALIFICATIONS:** Bachelor's degree with no relevant experience or Associates degree plus two years' relevant experience. Must possess a valid driver’s license. **Preferred Qualifications** Bachelor's degree in Engineering, Architecture, Construction Management, or a construction industry related field plus two years' construction industry experience with public or private projects. PC applications and construction systems experience (Primavera project management and scheduling applications preferred). Other preferences to be determined at the time of posting. **Essential Skills** • Ability to read and comprehend plans, specifications, addenda, bid materials, contracts and related construction documents. • Excellent oral and written communications skills. • Demonstrated analytical and conceptual skills. • Ability to work independently and exercise sound judgment. • Proficiency in PC applications such as Outlook, Excel, Word, Access and PowerPoint. | **$39,866** | **8/1/2017** |
| **Dormitory Authority, (DASNY)** | **Construction Services Specialist Location: Syracuse** | **MINIMUM QUALIFICATIONS:** Associate’s degree plus three years relevant experience. Must possess a valid driver’s license. **Preferred Qualifications** Bachelor's degree in Computer Science, Business Administration, Construction Technology or related field plus one year relevant experience. Experience with JD Edwards and Contract Manager preferred. Must possess a valid driver’s license. **Essential Skills** • Basic knowledge of the construction process. • Excellent oral and written communications skills. • Demonstrated analytical skills. • Strong interpersonal skills. • Proficiency in PC applications such as Outlook, Excel, Word and Access. • Demonstrated ability to work independently and exercise sound judgment. | **$39,866** | **8/2/2017** |
| **Empire State Development (ESD)** | **Senior Vice President, Global NY Location: NYC** | **Minimum Qualifications:** Education level required: Master’s Degree or significant relevant experience substitution w/Bachelor’s plus, Relevant experience required: 10+ years’ relevant trade, investment and supervisory experience. Frequent inter-state and international travel required. | Commensurate with Experience | **7/31/2017** |
| **Empire State Development (ESD)** | **Director, Community Relations Location: NYC** | **Minimum Qualifications:** Education Level required: College Degree in relevant area. Experience required: 5+ years’ experience, 3 of which are in community relations and legislative/constituent affairs. Community relations and coalition building a plus. Knowledge required: Excellent written, verbal communication and interpersonal skills. Strong organizational and customer service skills. Experience in organizational change and program development, attention to detail and independent follow through are highly important. Proficiency in MS Word, Excel, Power Point | $65,000 - $75,000 | **8/19/2017** |
| **Gaming Commission** | **Lottery Drawing Assistant (Talent) Vacancy #42425 Location: Schenectady** | **MINIMUM QUALIFICATIONS:** A high school diploma or equivalent; and:  • Good television stage presence, good presentation skills, clear enunciation, good diction, good emoting skills (professional presentation skills), a pleasant and warm personality and appearance, good people skills, the ability to take direction and guidance, the ability to deliver talking points as directed, spontaneity, the ability to speak extemporaneously in front of large audiences, and the ability to relate to a crowd; OR  • Two years of experience working in a State Lottery setting, which includes experience working with Lottery drawings and on-camera experience.  Preferred Qualifications: On-air camera experience in television, infomercials, training tapes, etc. is preferred, but not necessary.  Note: A valid license to operate a motor vehicle in NYS will be required for appointment and continued employment. | **$22.45 Hourly** | **7/30/2017** |
| **Gaming Commission** | **Project Coordinator Location: Schenectady** | **MINIMUM QUALIFICATIONS:** A Bachelor’s Degree and five years of auditing or accounting experience. **Duties:** Under the direct supervision of the Lottery Director, the incumbent will be responsible for overall project office functions including refinement and implementation of action plan in accordance with desired timeline. The incumbent will perform the following tasks including providing regular status reports and conducting meetings regarding the action plan:  • Leads the refinement and implementation of action plan in accordance with desired timeline; • Oversees, implements and coordinates all phases of action plan to ensure alignment with overarching goals and objectives; • Regularly reports progress to Lottery Director and Commission as required; • Determines and develops controls over gaming operations, ensures proper implementation and tests for accuracy; • Recommends and updates existing policies and procedures that govern functions, including oversight of those maintained by the vendor; • Responsible for internal control reviews relevant to contractual obligations; recommends and tests new controls as appropriate; • Develops function enhancements to ensure proper controls over the monitoring and oversight of the vendor and contractual obligations; • Monitors transactional activity for the bank accounts maintained by the vendor on behalf of the Lottery; recommends and implements adjustments as needed; • Oversees the review and validation of banking information; • Oversees bad-debt recording of settlement assurance claims and collections; • Evaluates bad debt patterns; • Oversees monthly bank reconciliations; • Oversees of the accounts receivable and master accounts maintained by the vendor; • Ensures contract compliance through regular assessment, reviews and reporting; • In conjunction with other units under Gaming Operations, develops and updates guidelines for pertinent functions on a routine basis to make certain only the most current procedures are in place; recommends new procedures as needed; and • Supervises Project Assistant. **This temporary project job is for 18 months.** | **$88,603.00** | **8/3/2017** |
| **Gaming Commission** | **Project Assistant Location: Schenectady** | **MINIMUM QUALIFICATIONS:**  **This temporary project job is for 18 months. Duties:** Under the direct supervision of the Project Coordinator, the incumbent will be responsible for performing specific daily activities in relation to conducting reviews and audits to make recommendations to problems identified. Duties include: • Conducts daily review of bank account transactions and verifies for the float account maintained by the vendor on behalf of the Lottery; • Reviews weekly insufficient funds transactions and ensure proper recording, tracking, monitoring and follow-up are conducted by the vendor; • Reviews, monitors and records approved transactions for the float account;  • Monitors aged accounts receivable and ensures vendor and other units are in compliance with collection guidelines; • Reviews returned item fees collected and ensures proper recording of activity, including bank fees paid; • Monitors and reconciles on a regular basis the Unknown Account; • Reviews accounts and provides reconciliations and reporting of unclaimed funds, per guidelines; • Prepares weekly and monthly transaction reports of financial data and ensure proper recording and reporting of such data by the online vendor; • Receives vendor’s monthly bank reconciliation and reviews for discrepancies; • Conducts internal control reviews and testing and reports results to Project Coordinator; • Conducts daily review of bank account transactions and verifies for the sweep and settlement assurance and crime insurance accounts maintained by the vendor on behalf of the Lottery; • Reviews all crime insurance approvals and verifies appropriate recording to retailer accounts; • Reviews, monitors and records approved transactions for both the sweep and settlement assurance and crime insurance accounts; • Reviews all settlement assurance transfers and ensures proper recording in retailer accounts; • Reviews all attorney general payments and verifies transactions were transferred accordingly and accounts were credited as expected; • Monitors bad-debt of retailers and provides reporting to Project Coordinator; • Prepares weekly and monthly transaction reports of financial data and ensure proper recording and reporting of such data by the online vendor; • Receives vendor’s monthly bank reconciliation and review for discrepancies; and • Conducts internal control reviews and testing and report results to Project Coordinator.  **Minimum Qualifications:** A Bachelor’s degree and one year of auditing or accounting experience. | **$71,847.00** | **8/3/2017** |
| **General Services, Office of** | **Facility Operations Assistant 1 (Hourly)  Item: #17-204-TH Location: Real Estate Center Real Property & Facilities Management Adam Clayton Powell, Jr. State Office Building Harlem** | **MINIMUM QUALIFICATIONS:**  Must be physically able to perform the tasks of the position and to communicate effectively to obtain and convey information.  Duties: • Clean buildings, facilities, (including) restrooms and restock supplies.  • Perform routine maintenance and repair of buildings, facilities, and surrounding grounds using the appropriate tools and equipment. • Perform other maintenance tasks such as collecting and disposing of trash, mowing lawns, and snow removal by shovel or powered snow removal equipment. • Move furniture and equipment in the performance of custodial functions. • Replace light bulbs; was and dust fixtures, furnishings, floors, corridors, stairs, stairwells, and partitions using appropriate supplies and equipment; including ladders and scaffolding. • Pick up and remove hazardous articles from floors and equipment and place them in designated receptacles or appropriate locations.   Operating Needs: • Ability to lift 50 lbs. • Ability to work at heights using ladders, scaffolding, platforms and boom lifts. • Ability to operate small equipment including lawnmowers, snow blowers, weed eaters, floor buffers, vacuums, etc. | **$13.42/hour** | **8/1/2017** |
| **Homeland Security & Emergency Services, Division of** | **Homeland Security Program Analyst 3 Location:  New York City** | **Minimum Qualifications:**  Bachelor’s degree and four years of experience in intelligence analysis or in conducting homeland security, counter terrorism or emergency preparedness analysis and assessment in a law enforcement, intelligence, homeland security, emergency management or response organization. One year of experience must have been at the supervisory level. A master’s degree may substitute for one year of general experience. | **$79,849** | **8/3/2017** |
| **Homeland Security & Emergency Services, Division of** | **Homeland Security Program Analyst 2, (Vacancies 2) Location:  New York City** | **Minimum Qualifications:**  Bachelor’s degree and three years of experience in intelligence analysis or in conducting homeland security, counter terrorism or emergency preparedness analysis and assessment in a law enforcement, intelligence, homeland security, emergency management or response organization. A master’s degree may substitute for one year of the experience. | **$71,847** | **8/3/2017** |
| **Homeland Security & Emergency Services, Division of** | **Homeland Security Program Analyst 1, (Vacancies 10) Location:  New York City** | **Minimum Qualifications:**  Candidates must possess a bachelor’s degree from a regionally accredited college or university or one recognized by the New York State Education Department as following accepted educational practices AND have two years of experience in intelligence analysis or in conducting homeland security, counter terrorism or emergency preparedness analysis and assessment in a law enforcement, intelligence, homeland security, emergency management or response organization. A master’s degree may substitute for one year of the experience. | **$55,494** | **8/3/2017** |
| **Homeland Security & Emergency Services, Division of** | **Special Assistant, Item # 17-40-CD Location:  Division of Homeland Security & Emergency Services - Office of Counterterrorism Albany/New York City** | **Minimum Qualifications:**  Under the supervision and direction of the Director and Deputy Director of DHSES-OCT, the incumbent will direct the newly established Cyber Incident Response Team: Duties include, but are not limited to:  • Direct and coordinate the activities of the Cyber Incident Response Team (CIRT) • Establish and continuously strengthen executive-level partnerships with State, federal, and local agencies, as well as private-sector entities, regarding cyber security. • Develop an outreach plan for the CIRT, focusing on non-executive agencies, local governments, public authorities, and other agencies and organizations, to raise awareness for the CIRT and discuss cyber security policies, programs, and best practices. • Direct and oversee outreach activities conducted by the CIRT, including presentations/conferences, information-sharing activities, trainings and exercises, briefings, reports, and meetings. • Develop and implement a technical response plan for the CIRT, and direct and oversee technical response activities conducted by the CIRT. • Oversee the development of cyber security best practices for non-Executive agencies, local governments, and public authorities. • Direct and oversee the development and implementation of a CIRT cyber security assessment program – to include cyber risk assessments, network scans, and cyber threat and vulnerability analysis. • Direct and oversee the development and implementation of CIRT-facilitated trainings and exercises on cyber security best practices. • Direct and oversee the development and implementation of CIRT’s cyber security information-sharing activities. • Serve as a leading subject matter expert in cyber security. • Communicate regularly with other cyber security experts to maintain knowledge of cyber trends and techniques, with specific focus on Critical Infrastructure. • Communicate regularly with executives of local governments, public authorities, and non-executive agencies to maintain situational awareness of potential cyber threats. • Effectively communicate cyber security details and technical analysis to executives within various agencies. • Perform the full scope of managerial responsibilities as required.  The desired applicant will have:  • Expert knowledge of various cyber security methodologies and processes, and technical security solutions (firewall and intrusion detection systems) • Ability to coordinate the cyber security technical response activities and outreach activities for a team • Knowledge of TCP/IP Protocols, network analysis, and network/security applications • Excellent verbal and written communication skills including the ability to clearly articulate technical and strategic cyber matters to executives and other audiences • Complete understanding of cyber threat intelligence, actors, malware, tactics, techniques, and procedures (TTPs) • Excellent analytic skills • Strong ability to multi-task, prioritize, and manage time effectively • Strong attention to detail • Excellent interpersonal skills and professional demeanor • Excellent verbal and written communication skills • Excellent customer service skills • Proficient in Microsoft Office Applications • Ability to obtain a Secret security clearance | **Commensurate with Experience** | **8/2/2017** |
| **Labor, Department of** | **Senior Employment Security Clerk     Location: Unemployment Insurance Adjudication Services Office   Brooklyn, One Vacancy** | **Minimum Qualifications:**   An Associate's Degree or 60 college semester credit hours and one year of work experience in customer service\* or a high school diploma and three years of work experience one year of which must be in customer service\*.   \*Customer service is defined as dealing with many different individuals on a continuous basis where verbal communication is the primary aspect for accomplishing the duties of the position. Qualifying experience includes call center agent, caseworker, customer service representative, sales representative providing information and service. Non-qualifying experience includes cashier, fast food worker, gas attendant or security guard.   **Standard Duties:** As a Senior Employment Security Clerk, you would perform a variety of functions in the Adjudication Services Office, including processing incoming hearing requests, entering data in and retrieving information from various databases and systems, assembling and preparing hearing files, and communication with Unemployment Insurance benefit claimants and employers. Other clerical duties include filing, copying, scanning documents, using the postal meter machine, sorting and delivering files and correspondence. | **$16.27/hr** | **8/3/2017** |
| **Labor, Department of** | **Senior Employment Security Clerk     Location: Unemployment Insurance Adjudication Services Office   Troy, Two Vacancies** | **Minimum Qualifications:**   An Associate's Degree or 60 college semester credit hours and one year of work experience in customer service\* or a high school diploma and three years of work experience one year of which must be in customer service\*.   \*Customer service is defined as dealing with many different individuals on a continuous basis where verbal communication is the primary aspect for accomplishing the duties of the position. Qualifying experience includes call center agent, caseworker, customer service representative, sales representative providing information and service. Non-qualifying experience includes cashier, fast food worker, gas attendant or security guard.   **Standard Duties:** As a Senior Employment Security Clerk, you would perform a variety of functions in the Adjudication Services Office, including processing incoming hearing requests, entering data in and retrieving information from various databases and systems, assembling and preparing hearing files, and communication with Unemployment Insurance benefit claimants and employers. Other clerical duties include filing, copying, scanning documents, using the postal meter machine, sorting and delivering files and correspondence. | **$16.27/hr** | **8/3/2017** |
| **Labor, Department of** | **Office Assistant 1 (Keyboarding),     Location: Unemployment Services Office   Troy, Three Vacancies** | **Minimum Qualifications:**   There are no education or experience requirements however the candidate will be required to pass a typing test prior to appointment.    **Standard Duties:** Incumbents will be responsible for the entry and verification of data from a variety of source documents. Work must be performed with a high level of speed and accuracy in compliance with daily and weekly cut-off deadlines. This work is carried out under varying conditions of direction and availability of guidelines and by the skilled use of a computer in a mainframe environment. | **$13.82 per hour** | **8/3/2017** |
| **Labor, Department of** | **Senior Employment Security Clerk Location: Unemployment Insurance Division - Albany   2 Vacancies** | **Minimum Qualifications:**   An Associate's Degree or 60 college semester credit hours and one year of work experience in customer service\* or a high school diploma and three years of work experience one year of which must be in customer service\*.   \*Customer service is defined as dealing with many different individuals on a continuous basis where verbal communication is the primary aspect for accomplishing the duties of the position. Qualifying experience includes call center agent, caseworker, customer service representative, sales representative providing information and service. Non-qualifying experience includes cashier, fast food worker, gas attendant or security guard.   **Standard Duties:** As a Senior Employment Security Clerk in the Unemployment Insurance Division you would respond to UI claimant inquiries and process claims related documents. In addition, you may work in and rotate periodically to other UI units. Duties include: communicating with claimants, employers, and Department staff to resolve discrepancies and answer questions; entering, updating and retrieving information from systems for processing unemployment insurance benefits; processing employer and benefit documents; and prepare documents for high speed scanning; and other clerical duties as needed. | **$16.27/hr** | **8/3/2017** |
| **Mental Health Office of** | **Full-Time Food Service Worker   Location: New York State Psychiatric Institute (NYSPI)** | **Minimum Qualifications:** **Duties** Performs a variety of tasks in the area of food preparation, including but not limited to: Washing refrigerators and other equipment by hand or with pressure cleaning equipment using a variety of cleaning substances; cleaning loading dock areas, garbage cans, storage areas, food preparation areas and general kitchen area including floors, ceilings and walls using mops, scrub brushes and other equipment as necessary; washing pots, pans and other utensils by hand and machine; sterilizing food sample jars according to directions; unloading delivery trucks and stores deliveries in appropriate storage areas; bringing food and other supplies to preparation and serving areas as directed; cleaning fruits, vegetables and potatoes in preparation for cooking as directed; cooking grill-type foods such as hamburgers, eggs, etc.; sets and waits on tables, assisting those residents unable to feed themselves; and serves food in the proper portions to residents. **Minimum Qualifications** Candidates must be able to read, write and speak English and must be able to follow both written and spoken instructions. You must be in good health and good physical condition. | **$27,335** | **8/3/2017** |
| **Mental Health Office of** | **General Mechanic, (Temporary/Hourly)   Location: New York City** | **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. Possession of a valid New York State driver’s license is preferred, but not required, for this position. **This position is part of the New York City Special Project team, which is responsible for completing capital funded projects at various facilities within the New York City and Long Island area. Candidates are not eligible for reimbursement of travel costs.** Specific duties to be performed may include, but are not limited to the following: · Perform general electrical maintenance work including the installation of circuits, lighting, and wiring. · Replace and repair various lighting fixtures, outlets and switches. · Ability to use the tools, machines, equipment and materials of the electrical trade. · Perform other project duties, as assigned. · Provide support as needed for supervisors and co-workers on assignments. · Ability to plan, and lay out work. Read and interpret plans and blue prints, and plan the associated work accordingly. | **$19.24/hour** | **8/3/2017** |
| **Mental Health Office of** | **Printer   Location: Mohawk Valley Psychiatric Center, Utica** | **Minimum Qualifications:** Candidates must have four years of full-time experience under a skilled journeyman printer which would provide training equivalent to that given in an apprenticeship program. Apprentice training in the printing trade, or training gained by the completion of technical courses in printing at a school or institute may be substituted for the above experience on a year-for-year basis. Specific duties to be performed may include, but are not limited to the following: · Operate and maintain 19 x 25 large offset Heidelberg Perfecting press. Must possess skills necessary to produce either one sided or perfecting print job. Must possess skills necessary to produce multi-color and 4 color process print jobs. · Operate and maintain ABDick 9910 small offset press. Must possess the skills necessary to produce single color printing one or two sided. · Operate and maintain Hamada 600 CD small offset press. Must possess the skills necessary to produce single color printing one or two sided. · Operate and maintain Baum 40" Folder. Must possess skills necessary to perform basic fold jobs and multi signature folds when jobs specs call for multiple folds of a single book signature. · Operate and maintain Duplo DC8000S Booklet Maker. Must possess skills necessary to perform basic collating of pre-printed material as well as the skills necessary to convert collator to accept multi-signature books. Possess the ability to set up the Duplo’s, collating, folding, trimming functions. · Send files and/or scan print jobs on the Konica high speed copiers as well as the Konica Color bizhub Pro C6000L copier. · Operate ABDick 2340 Direct to Plate System. Must possess skills necessary to produce printing plates for small offsets in the shop. · Operate miscellaneous equipment in the print shop, such as, hydraulic cutters, padders, shrink wrap machine, along with forklift operation and other hand tools involved in the daily operation of the print shop. | **$42,555** | **8/3/2017** |
| **Power Authority, New York (NYPA)** | **Planner Tracking Code: #1822      Location: Lewiston** | **MINIMUM QUALIFICATIONS:**  **Required Skills** · Ability to develop, evaluate and present materials to employees in mandated technical areas. · Extensive experience in the electric power industry is essential in the evaluation and presentation for maintenance adherence and resource utilization to employees. · Ability to read and understand technical drawings and manuals pertinent to complex electrical and mechanical equipment and civil works. · Strong understanding of the various regulatory policies and procedures. · Must be able to develop short term, medium and long term maintenance plans and schedules, and ensure that tasks are completed in a timely manner and in accordance with quality performance standards. · Must be knowledgeable of NYPA policies, procedures, and labor agreements and have a good understanding of each to consistently enforce them. · Must be able to write clear, concise and logical job plans and communicate those job plans to Regional/Site employees, other NYPA facilities, and applicable personnel from outside agencies · Ability to identify, logically dissect and generate solutions is necessary. Must be able to solve labor, technical, operational, and financial issues. · Ability to plan, coordinate and schedule projects independently. Must ensure NYPA’s preparedness for emergency response to system problems. · Ability to organize and present budgetary requirements and relative costs projected for the coming fiscal year. · Able to analyze preventive and corrective maintenance to suggest changes in frequency and scope of work. **Required Experience** BS degree in a technical discipline is preferred, with 5 to 10 years related utility or planning experience. This is essential in the development, evaluation and presentation of materials to employees in mandated technical areas Minimum five (5) years’ experience in maintenance planning function, utility industry preferred. | **$95,670.00** | **8/3/2017** |
| **Power Authority, New York (NYPA)** | **Drafter C Tracking Code: #1967      Location: Gilboa** | **MINIMUM QUALIFICATIONS:**  **Job Description** Under general supervision performs all type of drafting assignments including a limited amount of original design, works with and assists engineers and designers on more advanced problems, working from oral or written instructions, marked prints, sketches and other source documents. Performs routine calculations and details materials and equipment to be incorporated in the work. May gather information and data for the job, takes and records field measurements. Instructs, guides and checks the work of drafters in lower classifications. **Required Skills** Three years experience as a Drafter. Completely familiar with routine engineering formula, reference books, proper use of materials, must know standard shop and field practices as relates to the actual manufacture and construction of the work for which drawings are being prepared. Two year degree (drafting or engineering) required. **Required Experience** At least three years experience drafting. Must be proficient at AutoCad. | **$34.79/hour** | **8/3/2017** |