

# THE NEW YORK CITY LANDMARKS PRESERVATION COMMISSION

THE MUNICIPAL BUILDING, ONE CENTRE STREET - 9<sup>TH</sup> FLOOR NORTH, NY, NY 10007 212.669.7700

## JOB VACANCY NOTICE # 136-2019-369099

<b>CIVIL SERVICE TITLE: COMMUNITY ASSOCIATE</b> <b>AGENCY TITLE: RECEPTIONIST</b>	<b>TITLE CODE NO. 56057</b>
<b>LOCATION:</b> 1 Centre Street, 9 <sup>th</sup> Floor North, New York, NY 10007 <b>HOURS/SHIFT:</b> Monday-Friday, 9:00 to 5:00	<b>SALARY:</b> Minimum \$37,217; (\$42,799) with 2 years City service)
<b>JOB DESCRIPTION</b>  Be the face of the Landmarks Preservation Commission as the agency receptionist. Manage a very busy front desk, direct a high volume of telephone, e-mail, and in-person inquiries to the appropriate staff and announce appointments. Perform data entry for a high volume of incoming Applications for Work on Designated Properties, log in the receipt of additional material, distribute material to the staff and log out the permits left for pick up. Interact with approximately 40 Landmarks Preservationist staff, providing information about filing policies and procedures to the public and resolving communication issues. Work with Communications, Preservation, and Administration staff to implement customer service initiatives and streamline workflow; Keep the reception area and mailroom in a neat and orderly condition. Assist with agency purchasing, including inventory, ordering, and receiving; research purchasing requests and make recommendations; Maintain the stock of office supplies and keep the storage rooms organized. Assist with outgoing and incoming mail and monitor postage. Act as backup to answer the Commissioner's phone. Place office maintenance and repair requests. Provide general office support as needed for tasks such as mailings, scanning and copying.	
<b>QUALIFICATION REQUIREMENTS:</b> 1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or 2. Education and/or experience which is equivalent to "1" above.	
<b>PREFERRED QUALIFICATIONS</b> (1) Excellent communications and organization skills and a commitment to excellent customer service (2) Experience with public contact and interaction in a fast-paced environment (3) Attention to detail, accuracy, and punctuality (4) Ability to work effectively as part of a team (5) Professional appearance and attitude (6) Experience using Word, Excel, and other Microsoft applications	
<b>The Landmarks Preservation Commission will only respond to qualified candidates.</b>	
Please submit resume and cover letter to:  NYC Careers at <a href="https://a127-jobs.nyc.gov/">https://a127-jobs.nyc.gov/</a>  City employees must apply via Employee Self Service, under Recruiting Activities/Careers/136-2019-369099  While we appreciate every applicant's interest, only those under consideration will be contacted.	If you were educated in a foreign school, you must be able to submit an evaluation of your foreign education from an approved organization.  <b>Final appointment is subject to approval by the Office of Management and Budget.</b>

**The Landmarks Preservation Commission is an Equal Opportunity Employer**

DATED: 10/11/2018

POST UNTIL: 10/23/18