

PARKING VIOLATIONS COLLECTION SUPERVISOR

Date Published: 06/07/2019

Open Competitive Examination #: None

Application Deadline: 06/28/2019

Promotional Examination #: None

Application Filing Fee (Non-Refundable): \$0.00

The City of Syracuse Department of Finance is currently accepting applications for the position of:

Parking Violations Collection Supervisor

Location: Parking Violations Bureau, 233 E. Washington Street, Syracuse, NY

Salary: \$47,675-\$64,707

Hours of work: 9:00 am 5:00 pm, Monday-Friday

This is an administrative position responsible for insuring that all appropriate measures have been taken in the collection of parking fines owed to the City of Syracuse. An employee in this class in conjunction with the Data Processing Department develops and modifies software and P.C. applications to identify, notify and seek violators of parking infractions in addition to overseeing the maintenance of accounts receivable and deposit of monies received.

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 Masters Degree in Accounting, Business Administration, Political Science, Public Administration or Computer Science; 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 Bachelors Degree in Accounting, Business Administration, Political Science, Public Administration or Computer Science and one (1) year of professional level experience, or its part-time equivalent, involving management of delinquent receivables, accounting, budget analysis, public finance or management utilizing an automated record keeping system; or,

C. Five (5) years of professional or paraprofessional experience, or its part-time equivalent, one (1) year, or its part-time equivalent, of which must have been professional level experience involving management of delinquent receivables, accounting, budget analysis, public finance or management utilizing an automated record keeping system; or,

D. An equivalent combination of training and experience as defined by the limits of B. and C.

Current and continued residency in the City of Syracuse is a necessary requirement.

Name and Address where Applications/Resumes should be directed:

Matteo Piraino, Personnel Analyst
233 E. Washington Street, Room 312
Syracuse, NY 13202

Email: mpiraino@syrgov.net

Candidate will initially be provisional and must take the corresponding Civil Service exam, scheduled at a later date, and place high enough on the list to qualify for appointment.

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