

## **Position: Electric System Inventory Clerk (Temporary Part Time)**

SCOPE: The "Clerk" will be responsible for inputting the Village's Electric System inventory into a new Continuing Property Records (CPR) computer based program data base and ensuring the accuracy of all information in the system.

The inventory of the Village of Skaneateles Electric System includes detailed information on all wires, utility poles, transformers, electric meters for residents and businesses, fixtures and hardware associated with the electric system, as well as the stockroom inventory. The position would also be responsible for retiring "old" equipment no longer in service from the property records.

The position reports to the Electric Superintendent and will work closely with the person who developed the CPR program, Village electric personnel and Village Clerk's staff. Some travel may be required.

### **QUALIFICATIONS:**

- Detail oriented.
- Ability to accurately enter data.
- Hardworking and efficient.
- A self-starter who can work both individually and as a member of a team.
- Associates degree in computer programming, electrical engineering or computer science a plus or relevant experience in electricity distribution.
- Self reliant and resourceful.
- Reliable transportation.

### **EXPERIENCE:**

- Has experience entering data into a computer based inventory program a plus.
- Strong familiarity with Microsoft programs including Word and Excel.
- A strong background or interest in Information Technology (IT) a plus.
- Familiarity with electric distribution system components and terminology a strong plus.

### **APPLY:**

Submit a letter of interest and resume on or before September 9, 2020 to:

**Village of Skaneateles  
26 Fennell Street  
Skaneateles, NY 13152**

**Attention: Village Clerk Patricia Couch**