

MUNICIPAL CIVIL SERVICE COMMISSION, BINGHAMTON, NEW YORK

EXAMINATION FOR

NO 61-986 ASSISTANT TO THE MAYOR FOR YOUTH AND NEIGHBORHOOD AFFAIRS

MAYOR'S OFFICE

An **OPEN COMPETITIVE** examination for the position of ASSISTANT TO THE MAYOR FOR YOUTH AND NEIGHBORHOOD AFFAIRS/MAYORS OFFICE, will be held on Saturday morning, **SEPTEMBER 9, 2017**, at East Middle School Cafeteria, 167 East Frederick Street, Binghamton, New York at **9:00 A.M.**

VACANCIES: At present, there is one vacancy.

Posted: 07/13/2017

MINIMUM SALARY: \$35,000.00 Per Year

A fee of **\$12.50** is required for each separately numbered examination for which you apply. The required fee must accompany your applications. Applicants should make their fee checks or money orders payable to the **City of Binghamton**, and write the examination number(s) on your check or money order. As **no refund** will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who are unemployed head of household. Such claims are subject to later verification and if not supported by appropriate documentation, are grounds for barring appointment.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified job Training partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Such claims are subject to later verification and if not supported by appropriate documentation, are grounds for barring appointment.**

Application blanks and fee waivers may be obtained at the office of the Municipal Civil Service Commission, 5th floor, City Hall, Government Plaza, Binghamton, New York, or from the **City Web-Site at www.cityofbinghamton-ny.gov** and must be filed at said office on or before **THURSDAY AUGUST 10TH, 2017 at 5:00 PM.** Applications filed prior to the announcement of this examination are not a guarantee that you are registered to take this examination. An application for examination must be filed during the filing period listed on this announcement.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

Failure to submit the Cross filing form for multiple exams in a timely manner may result in our not being able to accommodate your request to sit at your choice of exam sites.

RESIDENCY REQUIREMENTS:

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF BROOME COUNTY FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE EXAMINATION DATE.

HOWEVER, SUCCESSFUL CANDIDATES MUST BE RESIDENTS OF THE CITY OF BINGHAMTON AT THE TIME OF APPOINTMENT, PURSUANT TO THE CHARTER OF THE CITY OF BINGHAMTON.

CANDIDATES MUST MEET THE FOLLOWING REQUIREMENTS ON OR BEFORE THE DATE OF THE WRITTEN EXAMINATION.

MINIMUM QUALIFICATIONS: Either:

- a) Possession of a Master's Degree from a regionally accredited or New York State registered college or university; or
- b) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in community relations, public relations, communications, public administration, public policy or business administration; or
- c) Graduation from a regionally accredited or New York State registered four-year college or university and one year of experience in youth, community relations, public relations activities or related work; or
- d) Graduation with an Associate's Degree in community relations, public relations, communications, public administration or business administration and three years of experience in youth or community development activities.

DUTIES:

- Proactively establish lines of communication between City of Binghamton and key neighborhood and youth development stakeholders; attend community events and brief relevant Administrative personnel
- Serve as primary liaison between Administration and constituents; address neighborhood concerns, solicit feedback, coordinate administrative projects and track completion
- Act as principal liaison between the City of Binghamton and Binghamton City School District to improve coordination on community development collaborations between City Hall and School District; attend School Board meetings and presentations as necessary
- Act as principal liaison with local non-profit and community groups, included by not limited to the Urban League, NAACP, Boys & Girls Club, etc., to increase and diversify youth civic engagement
- Assist Parks and Recreation Department on neighborhood and youth outreach programs
- Assist Binghamton Police Department with neighborhood and youth outreach efforts
- Work with Grants Coordinator to research available grants and sponsorships for neighborhood and youth activities
- Plan, organize, coordinate and direct all youth internships through the Mayor's Office
- Coordinate scheduling and exhibition of youth and community art displays in City Hall's 2nd Plaza Gallery
- Special projects as needed

SUBJECT OF EXAMINATION:

Use of calculators is ALLOWED

1. Administrative supervision

These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

2. Administration

These questions test for knowledge of the managerial functions involved in directing an organization or an organizational segment. These questions cover such areas as: developing objectives and formulating policies; making decisions based on the context of the administrator's position and authority; forecasting and planning; organizing; developing personnel; coordinating and informing; guiding and leading; testing and evaluating; and budgeting.

3. Educating and interacting with the public

These questions test for knowledge of techniques used to interact effectively with individuals and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.

4. Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

5. Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only on what is presented in the passages and not on what you may happen to know about the topic.**

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

VETERAN CREDITS: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score on the examination.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

MILITARY PERSONNEL: Military Law

Section 243-b(1): Any member of the armed forces who properly filed an application for a competitive examination within the announced filing period, but was unable to participate in the examination due to active military service, must be provided with a special make-up examination. This applies to veterans covered by Section 242 or 243 of the Military Law, as well as any other applicant who, due to active military service, was prevented from participating in a competitive examination for which he/she timely filed an application.

Section 243-b(2): All members of the armed forces who miss the application deadline for a civil service examination due to active military service are provided with the ability to participate in either the scheduled examination holding or a make-up examination, subject to the policy of the civil service agency administering the examination. Contact the Binghamton Civil Service Office for more information.

Children of Firefighters and Police Officers killed in the line of duty: “In conformance with section 85-A of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform the Department of Personnel of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.”

RELIGIOUS ACCOMMODATION—INDIVIDUALS WITH DISABILITIES: If special arrangements for testing are required, indicate this on your application. Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, indicate this on your application. We will make arrangements for you to take the test on a different date.

EMERGENCY WEATHER CONDITIONS: Examination will be held unless the Local Public Safety Agency verifies that the closing of specific roads, highways or independent transportation services will prevent candidates from reaching the test center.

If candidates have not received a notice to appear for the written test four days before the date of the test, they should call the Municipal Civil Service Commission at (607) 772-7008.

Important: A copy of the general instructions may be obtained upon request to the Municipal Civil Service Commission, 5th floor, City Hall.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the N.Y.S. Civil Service Laws, Rules and Regulations dealing with the rating of the examinations will apply to this written test.

The City of Binghamton is an equal employment opportunity employer with a commitment to work force diversification. All new hires are required to pass a pre-employment drug test as a condition of employment.

Andrea Rutherford
Assistant Director of Personnel and Safety