

MUNICIPAL CIVIL SERVICE COMMISSION, BINGHAMTON, NEW YORK

EXAMINATION FOR

NO 62-608 RECREATION SUPERVISOR

DEPARTMENT OF PARKS & RECREATION

An **OPEN COMPETITIVE** examination for the position of **RECREATION SUPERVISOR, DEPARTMENT OF PARKS & RECREATION**, will be held on Saturday morning, **March 17, 2018**, at East Middle School Cafeteria, 167 East Frederick Street, Binghamton, New York at **9:00 A.M.**

VACANCIES: At present, there is (1) vacancy.

MINIMUM SALARY: \$36,229.00 per year

Posted: 12/27/2017

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, 4th floor, City Hall, Government Plaza, Binghamton, New York, or from the **City Web-Site at binghamton-ny.gov** and must be filed at said office on or before **Friday, January 26, 2018 at 5 P.M.** 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.

CROSS FILER STATEMENT:

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 AT TIME OF APPLICATION.

RESIDENCY REQUIREMENTS FOR APPOINTMENT:

SUCCESSFUL CANDIDATES MUST BE LEGAL RESIDENTS OF THE CITY OF BINGHAMTON AT TIME OF APPOINTMENT, IN ACCORDANCE WITH 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) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in recreation, human services and a closely related field; or
- (b) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in recreation leadership, or a closely related field and 3 (three) years of full-time paid experience in an organized recreation program; or
- (c) 9 (nine) graduate credits in recreation or:
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

SPECIAL REQUIREMENTS: Must acquire within 12 months:

CPR/AED Certified
Certified Pool Operator License

DUTIES:

Carries out the programs planed for a Senior Center; Instructs and guides the center in the organization of a self-governing unit; Organizes, directs and promotes activities such as crafts, painting, dancing, clubs, bus trips, card playing, etc.; Refers elderly with specific needs to agencies capable of assisting them; Develops program ideas generated from elderly planning council such as furniture refinishing, health guidance classes, etc.; Keeps records and makes periodic reports; Operates a Public Address System and Movie Projector; Assists in the total promotion of the program; Edits a weekly or monthly newsletter; Distributes, keeps records of and maintains equipment; Gives first aid; Assists in maintaining normal cleanliness of the facilities and area; Organizes social events such as dinners, teas, dances, etc.

SUBJECT OF EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Office record keeping

These questions test your ability to perform common office record keeping tasks. The test consists of two or more "sets" of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.

2. Principles and practices of leisure recreation

These questions test for a knowledge of the basic concepts and common practices employed in the planning and implementation of leisure-time recreation programs in athletics, social activities, and avocational interests. Questions may cover such areas as program/activity planning for the major user groups, program/activity planning for people with special needs; operation of recreation areas, recreation center buildings, and specialized recreation facilities (pools, tennis courts, etc.); and scheduling of activities.

3. 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.

4. Working with people to facilitate recreation and/or leisure activities

These questions will test for the knowledge and abilities necessary to work with individuals of all backgrounds in the context of providing recreation and leisure activities. Questions may cover such areas as: human behavior and development, handling difficult situations, engaging and motivating participants, building rapport with participants, working with volunteers, and planning appropriate activities for participant group.

5. Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question

format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

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

*****The use of calculators is ALLOWED for this exam*****

You are permitted to use quiet, hand-held, solar or battery-powered calculators. Devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries" or any similar devices are prohibited. You may not bring books or other reference materials to the examination.

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, 4th 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 OPPORTUNITY EMPLOYER WITH A COMMITMENT TO
WORK FORCE DIVERSIFICATION.**

Andrea L. Rutherford
Assistant Director of Personnel & Safety