

**MUNICIPAL CIVIL SERVICE COMMISSION, BINGHAMTON, NEW YORK**

**EXAMINATION FOR**

**NO. 79-701 VACANT PROPERTY OFFICER  
PLANNING, HOUSING & COMMUNITY DEVELOPMENT**

A **PROMOTIONAL** examination for the position of **VACANT PROPERTY OFFICER, PLANNING, HOUSING & COMMUNITY DEVELOPMENT**, will be held on Saturday morning, **JUNE 22, 2019**, at East Middle School Cafeteria, 167 East Frederick Street, Binghamton, New York at **9:00 A.M.**

**MINIMUM SALARY:** \$38,000.00 - 40,184.00 per year

**Posted: 04/03/2019**

A fee of **\$17.50, by check or money order only**, 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.

**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, 4<sup>th</sup> floor, City Hall, Government Plaza, Binghamton, New York, or from the **City Web-Site at [www.binghamton-ny.gov](http://www.binghamton-ny.gov)** and must be filed at said office on or before **FRIDAY, MAY 3, 2019 at 4:45 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.

**RESIDENCY REQUIREMENTS FOR APPLICATION:**

**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.**

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree in either Property Management, Civil Engineering, or similarly related field with one (1) year experience in either property management, housing inspection, mortgage financing, general construction management or similarly related field; or
- (b) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree in one of the fields in (a) above and three (3) years of experience in either property management, housing inspection, mortgage financing, general construction management or similarly related field; or
- (c) Graduation from High School and four (4) years of experience in either property management, housing inspection, mortgage financing, general construction management or similarly related field; or
- (d) An equivalent combination of training and experience as defined by the limits of (a) (b) and (c) above.

**DUTIES:**

Ensures compliance with Vacant Property Registration and Absentee Landlord Registration ordinances by soliciting, compiling and maintaining application, registration, and enforcement records; Supervises designated code officials and support Property Maintenance code enforcement services; Supervises and coordinates interdepartmental services or actions provided by or related to staff from offices of Code, Corporation Counsel, Police, Fire, PHCD, BEDO and Building Construction, that promote and enforce property registration, code compliance, nuisance abatement, related civil judicial action, property receivership/acquisition, as well as new investment in repair or revitalization under new or established property reclamation and redevelopment programs; Researches, develops, and promotes legal or administrative methodologies for blight prevention and abatement, neighborhood safety, property acquisition & redevelopment and adaptive re-use of vacant, unoccupied, or abandoned properties and structures as a function of community-based planning; Identifies trends within housing and commercial stocks as required to articulate and to advocate for policy modifications of housing and commercial lending practices and products; Prepares and presents periodic reports that demonstrate program performance and illustrate the social or economic effects caused by vacant properties; Plans, develops, coordinates, and conducts campaign(s) for community education that will focus attention on the need for benefits of making vacant property revitalization a top priority and key component of neighborhood development; Performs related duties as required.

**Subjects of examination:** A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

**1. Inspection procedures and principles**

These questions test for knowledge of the appropriate practices and methods to use when inspecting various types of building facilities and projects, including proper adherence to plans and codes, dealing with residents, owners and contractors, and inspection record keeping.

**2. Building construction and rehabilitation**

These questions test for knowledge of the various methods and materials used when constructing or renovating various types of buildings and their components.

**3. Understanding and interpreting building plans and requirements**

These questions test for the ability to read, analyze and perform computations based on technical drawings and written technical material related to building facilities and projects. All the information needed to answer the questions will be presented in the written material and/or drawings.

**4. Building, housing and zoning laws and codes**

These questions test for knowledge of, and the ability to apply, provisions of the Building and Residential Codes of New York State (and the portions of other codes applicable to these two codes), and the general concepts of zoning, including related laws and regulations.

## 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: <https://www.cs.ny.gov/testing/testguides.cfm>**

**Calculators are RECOMMENDED 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.

**Seniority Credit: (Promotional Examinations Only):** Seniority is based on the exact date of your first permanent appointment in the classified service (Labor, Non-Competitive or Competitive) followed by continuous service in the classified service. To qualify for seniority points, service must be in the jurisdiction in which promotion is sought. Points will be added to an eligible passing score for each appropriate five-year period or fraction thereof in accordance with the following schedule:

|                              |          |
|------------------------------|----------|
| Less than 1 year             | 0 points |
| 1 year up to 6 years         | 1 point  |
| Over 6 years up to 11 years  | 2 points |
| Over 11 years up to 16 years | 3 points |
| Over 16 years up to 21 years | 4 points |
| Over 21 years                | 5 points |

**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:** If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact the Binghamton Civil Service Office for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

**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.

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.