



Office of the Civil Service Commission

Mayor Jared M. Kraham

Kent Drake-Deese, Personnel & Safety Director

Catherine Furner, Commissioner

Eileen Fitzgerald, Commissioner

Richard A. Bucci, Commissioner

CIVIL SERVICE COMMISSION MEETING AGENDA Personnel/Civil Service Office, 38 Hawley Street, Binghamton 3:00 pm Wednesday, May 8, 2024

I. Call to Order:

II. Approve the minutes from the April 16, 2024 meeting.

III. New Business:

New Position for Binghamton City School District: **Assistant Theatre Production & Special Events Coordinator**, presented by Eric Wilson and Dawne Anna-Adams

IV. Other Business:

Eligible list established: **Custodian** for the Binghamton School District

V. Next meeting:

Wednesday, May 22nd

VI. Adjournment:



Mayor Jared M. Kraham

Office of the Civil Service Commission

Kent Drake-Deese, Personnel & Safety Director

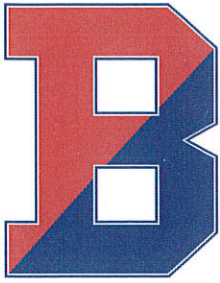
Catherine Furner, Commissioner

Eileen Fitzgerald, Commissioner

Richard A. Bucci, Commissioner

CIVIL SERVICE COMMISSION MEETING MINUTES
Personnel/Civil Service Office, 38 Hawley Street, Binghamton
3:00 pm Tuesday, April 16, 2024

- I. Call to Order: 3:00 PM
- II. Present: Richard Bucci, Catherine Furner, Kent Drake-Deese, Jaime Allen
- III. Approve the minutes from the February 21, 2024 meeting.
Motion: Furner
Second: Bucci
- IV. New Business:
Eligible lists established:
 - Assistant Director of Parks and Recreation
 - Assistant Engineer
 - Data Entry Operator
 - Fire Marshal
 - Senior Licensing Clerk
 - Water Treatment Plant Operator/Trainee
 - Program Assistant
 - Senior Data Entry Clerk
 - Economic Development Specialist - Financial AnalysisMotion to accept lists: Furner
Second: Bucci
- V. Next meeting:
Wednesday, May 8th @3pm
- VI. Adjournment:
Motion: Furner
Second: Bucci
3:02 pm



Binghamton City School District
164 Hawley Street
PO Box 2126
Binghamton, NY 13901
P: 607.762.8100
F: 607.762.8110

Assistant Theatre Production and Special Events Coordinator

Distinguishing Features of the Class: The work involves assisting in the coordination of events in the school theatre, working with faculty, students and the public in the implementation of theatre productions. The incumbent also assists in the oversight of maintenance, operation and installation of audio-visual and other theatre equipment. The incumbent also assists in the production of educational and promotional electronic media. The work is performed under the general supervision of the theatre production and special events coordinator.

Duties and Responsibilities:

- Meets with faculty and staff, students and community organizations to discuss use of the theatre and schedules school and community events in the theatre under the supervision of the Theatre Production and Special Events Coordinator
- Assists in the oversight of student production crews and instructs them on proper procedures and methods on their assigned functional area
- Assists with the set-up and dismantling of equipment for all functions in the theatre
- Assist with annual school and community dinners held at the school, annual television special featuring school district students
- Assists with the oversight of all rehearsals and performances in the theatre
- Serves as a resource for all aspects of theatre usage
- Assists with the design and building of sets and set up of special school event

Minimum Qualifications:

- A. Graduation from a regionally accredited college or university or one accredited by the Board of Regents to grant degrees with a Bachelors degree in Theatre, Theatre Arts Management, Theatrical Production Arts, Theater Arts or closely related field; **or**
- B. Graduation from a regionally accredited college or university or one accredited by the Board of Regents to grant degree with an Associate's Degree in Theatre, Theatre Arts Management, Theatrical Production Arts, Theater Arts or closely related field; and two years experience; **or**
- C. Graduation from high school or possession of high school equivalency diploma (GED) and four (4) years of experience in a field listed in (B); **or**
- D. Or An equivalent combination of training and experiences as defined by the limits of (A), (B), and (C).

Believe • Belong • Become

Providing a supportive, safe, and engaging school environment that embraces each and everyone to believe in themselves, to belong, and to become successful.

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978

New Position Duties Statement

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

Forward one typed copy to this Commission.

1. Department Theatre	Bureau, Division, Unit or Section Theatre & Production	Location of Position High School
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Description of Duties: The work involves assisting in the coordination of events in the school theatre, working with faculty, students and the public in the implementation of theatre productions. The incumbent also assists in the oversight of maintenance, operation and installation of audio-visual and other theatre equipment. The incumbent also assists in the production of educational and promotional electronic media. The work is performed under the general supervision of the theatre production and special events coordinator.

Job Title: Assistant Theatre Production & Special Events Coordinator

Percent of Work Time	Job Duty
25%	<ul style="list-style-type: none"> Meets with faculty and staff, students and community organizations to discuss use of the theatre and schedules school and community events in the theatre under the supervision of the Theatre Production and Special Events Coordinator
30%	<ul style="list-style-type: none"> Assists in the oversight of student production crews and instructs them on proper procedures and methods on their assigned functional area
10%	<ul style="list-style-type: none"> Assists with the set-up and dismantling of equipment for all functions in the theatre
10%	<ul style="list-style-type: none"> Assist with annual school and community dinners held at the school, annual television special featuring school district students, and the oversight of all rehearsals and performances in the theatre
15%	<ul style="list-style-type: none"> Serves as a resource for all aspects of theatre usage
20%	<ul style="list-style-type: none"> Assists with the design and building of sets and set up of special school event

(Attach additional sheets if more space is needed)

May 1, 2024

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Larry Kassan	Theatre Production & Special Events Coordinator	Direct
Eric Wilson	Executive Director of HR & Operations	In-Direct

4. Names and Titles of Persons Supervised by Employee in this position

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

Name	Title	Location of Position
Larry Kassan	Theatre Production & Special Events Coordinator	BHS

6. What minimum qualifications do you think should be required for this position?

Education:	High School	Graduate or GED	4 Years experience:	
	College	Associates Degree	2 Years, with specialization in	Theater
	College	BA Degree	Years, with specialization in	Theater

Experience: (list amount and type):

- Graduation from a regionally accredited college or university or one accredited by the Board of Regents to grant degrees with a Bachelors degree in Theatre, Theatre Arts Management, Theatrical Production Arts, Theater Arts or closely related field; or
- Graduation from a regionally accredited college or university or one accredited by the Board of Regents to grant degree with an Associate's Degree in Theatre, Theatre Arts Management, Theatrical Production Arts, Theater Arts or closely related field; and two years experience
- Graduation from high school or possession of high school equivalency diploma (GED) and four (4) years of experience as defined in (B);
- Or An equivalent combination of training and experiences as defined by the limits of (A), (B), and (C)

Essential knowledges, skills and abilities: Good knowledge of stage mechanical and electrical operations and equipment; Basic knowledge of computerized stage lighting, video and sound reinforcement systems; Basic knowledge of methods and equipment used in planning and presenting live stage performances; Basic knowledge of stage design and set arrangement; Ability to perform basic carpentry and painting for theatrical productions; Ability to establish and maintain effective working relationships with others; Ability to communicate effectively both orally and in writing; Ability to deal effectively with the public; ability to assist with planning and supervision of the work of student production crews; Physical condition commensurate with demands of the position.

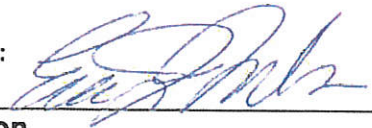
Type of license or certificate required: None required

7. The above statements are accurate and complete.

Date: 4/30/24

Title: Eric Wilson, Ex. Director of HR & Operations

Signature:



Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the Binghamton Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: Assistant Theatre Production & Special Events Coordinator

Jurisdictional Classification: _____

Date:

Signature:

Action by Legislative Body or Other Approving Authority

9. Creation of described position

- Approved
- Disapproved

Date:

Signature: