

PLEASE POST CONSPICUOUSLY

THE CITY OF NEWBURGH CIVIL SERVICE COMMISSION ANNOUNCES

OPEN COMPETITIVE EXAMINATION NO. 64101 FOR

Recreation Director

DATE OF EXAM

May 3, 2014

LAST FILING DATE

April 21, 2014

STARTING SALARY

\$63,008

Recreation Director Exam No.64101: City of Newburgh Recreation Department. The resulting eligible list will be used to fill any vacancies that now exist or for any future vacancies.

There is a \$20.00 application filing fee for this examination. The fee is non-refundable even for disapproved applications, therefore, applicants should be sure they meet the minimum qualifications and complete the application in full. NO PERSONAL CHECKS ACCEPTED. CASH OR MONEY ORDER MADE PAYABLE TO THE CITY OF NEWBURGH ONLY. IT IS THE RESPONSIBILITY OF THE APPLICANT TO SEE THAT HIS/HER APPLICATION IS FILED WITH THE OFFICE OF THE CIVIL SERVICE COMMISSION, CITY HALL, 83 BROADWAY, NEWBURGH, NEW YORK, NOT LATER THAN APRIL 21, 2014. APPLICATIONS RECEIVED BY MAIL WILL NOT BE ACCEPTED AFTER POSTMARK DATE OF APRIL 21, 2014. (See reverse side for fee waiver information).

GENERAL STATEMENT OF DUTIES:

This work involves responsibility for planning, coordinating, directing and supervising recreational programs using City owned recreational facilities or recreation activities sponsored by the City. The Director is responsible for organizing and directing any and all volunteer recreation leaders and temporary employees working in specific recreation activities and events in the City. Work is performed in accordance with general policies, principles and objectives outlined by the City Manager with leeway permitted for the exercise of independent judgment in planning and carrying out the details of the work. General supervision is exercised over recreation employees. Does related work as required.

MINIMUM QUALIFICATIONS TO APPLY FOR EXAM:

A. Graduation from a regionally accredited or New York State registered college or university with an Bachelor's Degree in Recreation, Physical Education, Education or related field, and One year of full time paid experience or part-time/volunteer equivalent supervision of a recreation, physical education or related program; or

B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Recreation, Physical Education, Education or related field, and two years of full time paid experience or part-time/volunteer equivalent supervision of a recreation, physical education or related program.

*** Copies of Transcripts or Degree must be provided with application or no later than the date of the establishment of the resulting eligible list.

SPECIAL REQUIREMENTS:

1. NYS Driver's License throughout tenure.

SEE REVERSE SIDE

SUBJECT OF WRITTEN EXAMINATION: The written test will be designed to test for knowledge, skills and abilities in the following areas:

1. Principles & Practices of Leisure Recreation
2. Preparing Written Material
3. Public Contract Principles & Practices
4. Fundamentals of Recreation Safety & First Aid
5. Supervision

An expanded description of the subjects of the exam is available upon request at the civil service office.

There is no written test guide for this exam however the publication "How to take a written test" is Available on line at www.cs.ny.gov/testing/localtestguides.cfm.

CROSS FILING INSTRUCTIONS: If you have applied to take any other NYS civil service exam(s) on the same date, you must make arrangements to take all the exams at one test site. You must notify all civil service agencies with whom you have filed an application of the test site at which you will appear to take your exams no later than two weeks before the exam date. If you have applied for both State and Local civil service exams, you must make arrangements to take all your exams at the State exam site by calling 518-457-7022 no later than two weeks before the exam date.

VETERAN'S CREDITS: A disabled or non-disabled veteran who wishes to establish eligibility for additional credits, must claim these credits on the application and complete the veteran's credit application form inserted with the application. Candidates must also provide proof of war service (DD214) with the application forms.

NOTICE TO CANDIDATES: Use of a quiet, hand-held, solar or battery powered calculator is allowed.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law and Rules and Regulations dealing with the rating of examinations will apply to this examination. The passing grade for this exam is 70.0.

APPLICATION FILING FEE WAIVER: A waiver of the application filing fee will be allowed if you are unemployed and primarily responsible for the support of a household. Individuals who can be claimed as a dependent on any other person's tax return are NOT eligible for application fee waiver as head of 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. Any candidate applying for this waiver must complete a "Request for Application Fee Waiver and Certification" form and submit it with the application for the exam before the last filing date as stated on the exam announcement. This form is available upon request at the civil service office and also on-line at www.cityofnewburgh-ny.gov.

Note to Handicapped or Disabled Candidates and Saturday Sabbath Observers: If special arrangements for testing are required, indicate so on your application form.

Applications are available at the office of the Civil Service Commission City Hall 83 Broadway, Newburgh, NY 12550, Monday – Friday from 8:30 – 4:30, or on-line at www.cityofnewburgh-ny.gov.

Richard Gadbois- Chairman
Thomas J. Murphy -Commissioner
Vera M. Best -Commissioner
Michelle Mills - Administrator
ISSUE DATE: March 28, 2014