

PLEASE POST CONSPICUOUSLY

THE CITY OF NEWBURGH CIVIL SERVICE COMMISSION ANNOUNCES

OPEN COMPETITIVE EXAMINATION NO. 64102 FOR

District Security Manager

DATE OF EXAM

March 28, 2015

LAST FILING DATE

February 17, 2015

SALARY RANGE

\$60,000 - \$73,000

District Security Manager Exam #64102: Newburgh Enlarged City School District, 124 Grand Street, Newburgh, NY 12550. 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 FEBRUARY 17, 2015. APPLICATIONS RECEIVED BY MAIL WILL NOT BE ACCEPTED AFTER POSTMARK DATE OF FEBRUARY 17, 2015. (See reverse side for fee waiver information).**

GENERAL STATEMENT OF DUTIES: This is an administrative position involving considerable independent responsibility for the supervision and coordination of the operating affairs of security for the Newburgh Enlarged City School District. The incumbent is responsible for managing the physical security of facilities, and scheduling work and supervising the performance of the security staff. Additionally, the District Security Manager is responsible for recommending policies and procedures in security for a number of facilities to school administrators. Work is performed in accordance under general supervision of the Deputy Superintendent according to established policies and objectives, permitting the frequent exercise of independent judgment. Direct supervision is exercised over all subordinate security personnel. Does related work as required.

MINIMUM QUALIFICATIONS TO APPLY FOR EXAM:

- A. Two years of law enforcement experience, or;
- B. Associate's Degree and two years' experience in school district security or;
- C. Graduation from high school, or possession of a high school equivalency diploma, and five years' experience in senior level school district security.

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

1. **Administrative Supervision.**
2. **Administrative Techniques and Practices.**
3. **Principles and Practices of Safety and Security.**
4. **Preparing Written Material.**
5. **Safety and Security Methods and Procedures.**
6. **Understanding and Interpreting Written Material.**

An expanded description of the subjects of the exam is available upon request at the civil service office. A Guide for the Written Test for Safety and Security is available at the NYS website www.cs.ny.gov/testing/localtestguides.cfm Candidates not having access to the internet may request a copy of the test guide from the Newburgh Civil Service Office.

SEE REVERSE SIDE

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.

NOTICE TO CANDIDATES: The use of quiet, hand-held, solar or battery powered calculators is permitted for this exam. Devices with typewriter keyboards, "spell checkers", "personal digital assistants", "address books", "language translators", dictionaries, or any similar devices are prohibited.

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:

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.

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

Application are available at the Civil Service Commission City Hall 83 Broadway, Newburgh, NY 12550, or on-line at www.cityofnewburgh-ny.gov.

**THE CITY OF NEWBURGH
AN EQUAL OPPORTUNITY EMPLOYER**

Richard Gadbois - Chairman
Thomas J. Murphy- Commissioner
Vera Best- Commissioner
Michelle Mills - Administrator

ISSUE DATE: January 27, 2015