

Issue Date: 8/11/17

Franklin County Personnel Department Announces

OPEN COMPETITIVE EXAMINATION for
DIRECTOR OF ADMINISTRATIVE SERVICES #65-357

TESTING LOCATION: FRANKLIN COUNTY COURT HOUSE

EXAMINATION DATE: 10/28/17

LAST DATE TO FILE: 9/16/17

Filing Fee: \$10.00 - Non-Refundable (See Filing Fee Section)

Make check or money order payable to: Franklin County Personnel Office

Franklin County is an Equal Opportunity Employer

Calculators are: **RECOMMENDED (See Calculator Section)**

If you fail to receive an admission letter at least one week prior to the exam date, please contact this office. It is the candidate's responsibility to notify this office of any address change, phone numbers, etc. - Candidate must complete a "Civil Service Notification of Change Form" with our office.

BASE SALARY: Negotiable

VACANCIES: One at present, Franklin County Social Services, but the eligible list established as a result of this examination will be used to fill full-time/part-time present and future vacancies that may occur within the Franklin County Social Services Department, under the jurisdiction of the Personnel Officer during the life of the list. Vacancies are expected to occur from time to time.

CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE:

Do **NOT** bring cell phones, beepers, headphones, or any electronic or other communication devices to the test site. The use of such devices at the test site in the test room, hallways, restrooms, building, grounds, or other areas could result in your disqualification.

IMPORTANT NOTE: YOUR ADDRESS MUST BE KEPT CURRENT WITH THIS OFFICE, AS NO CORRESPONDENCE WILL BE FORWARDED.

RIGHT TO REQUEST CONSIDERATION OF PROMOTIONAL EXAM: In accordance with Civil Service Law Section 51-3, any employee who believes that a promotion examination should be held for filling any vacancy in this title may submit to the Franklin County Personnel Office a request, in writing, for a promotion examination, stating their reasons why it is practicable and in the public interest to fill the vacancy by promotion examination.

RESIDENCY WAIVED!

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 the State examination center.

FRANKLIN COUNTY REQUIREMENTS FOR MULTIPLE EXAMINATIONS:

If you have applied for multiple examinations for both State and/or Local you must fill out the cross-filer form no later than two weeks before the date of the examinations, with exam titles and numbers of other than Franklin County examinations. The form is on the website, www.franklincony.org, under upcoming Civil Service exams.

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for planning and supervising the performance of district non-social services staff involved in the business management and accounting activities of the district. This is an administrative position involving considerable independent responsibility for the supervision and coordination of the fiscal and operating affairs of the district which are in support of social services operations. Additionally, the incumbent has charge of the conduct and implementation of internal administrative studies is responsible for recommending policies and procedures in the administrative services area. Work is performed under the direction of the Commissioner of Social Services in accordance with established policies and objectives, permitting the frequent exercise of independent judgment. General supervision is exercised over all subordinate administrative and clerical personnel of the administrative division. The incumbent does related work as required.

NOTE: Unless otherwise noted, experience credited towards meeting the minimum qualifications must be full time (30 hours per week or more) paid work experience. Volunteer or part-time experience will only be credited if specified on the exam announcement.

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in business administration or accounting and three (3) years of experience in business administration or accounting, two (2) years of which must have been in a responsible administrative, managerial or supervisory capacity involving planning, directing and coordinating business administrative activities; or
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in business administration or accounting and five (5) years of experience in business administration or accounting, two (2) years of which must have been in a responsible administrative, managerial or supervisory capacity involving planning, directing and coordinating business administration activities; or
- C) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of business administration or accounting experience, two (2) years of which must have been in a responsible administrative, managerial or supervisory capacity involving planning, directing and coordinating business administration activities; or
- D) An equivalent combination of training and experience as defined by the limits of A, B, and C above.

SPECIAL REQUIREMENTS: Possession of a valid Driver's License will be required at the time of application and is to be maintained throughout employment.

WRITTEN TEST: Will cover knowledge, skills and/or abilities in such areas as:

1. Budgeting;

These questions are designed to test for knowledge of the principles and practices involved in governmental budgeting and may include, but not necessarily be restricted to, terminology associated with the budgeting process and budget cycle; the selecting of data for analysis (summarization and synthesis) in order to make inferences and draw conclusions which will provide a basis for making budget recommendations; applying analysis techniques to data (computation skills); the techniques involved in and factors affecting forecasting and trend analysis; presenting budget information at the level of analysis and type of perspective appropriate to the needs of each person/entity that you are communicating with; and actions associated with budget execution such as analysis of program outcomes or responding to situational changes after a budget has been passed.

2. Evaluating conclusions in light of known facts;

These questions will consist of a set of facts and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.

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. 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.

5. Understanding and interpreting tabular material;

These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. **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.**

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

CALCULATOR INFORMATION:

Use of calculators is **RECOMMENDED**. Candidates 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 and any similar devices are prohibited.

FILING FEE INFORMATION:

A **\$10.00 non-refundable** application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. **Send cash, check or money order payable to the Franklin County Personnel Office. Write the examination number(s) and the applicant's name on the check or money order. There will be a charge for checks returned due to insufficient funds.**

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). **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 close of business on the Application Deadline as listed on the Examination Announcement.**

YOU WILL NEED TO CONTACT THE FRANKLIN COUNTY PERSONNEL DEPARTMENT FOR THE REQUEST FOR APPLICATION FEE WAIVER AND CERTIFICATION FORM OR YOU MAY GET ONE FROM OUR WEB SITE AT WWW.FRANKLINCONY.ORG.

If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify.

Applications (postmarked/received) after the last date for filing will not be accepted.

If you submit a personal check for payment of the application fee, and the check is returned by the bank prior to the date of examination, you may not be admitted to the examination. Should your check fail to clear the bank prior to the examination date and be returned for insufficient funds after you have sat for the examination, you may not receive a score.

The Franklin County Personnel Office does not acknowledge receipt of application and does not accept responsibility for non-delivery or postal delay.

If you fail to receive an admission letter at least one week prior to the exam date, please contact this office. It is your responsibility to notify this office of any address change, phone numbers, etc-Must complete a "Civil Service Notification of Change Form" with our office.

SEND APPLICATIONS AND FURTHER INFORMATION TO:

**Franklin County Personnel Office
4TH - Floor-Court House
355 West Main Street, Suite 428
Malone, NY 12953
Phone: 481-1677 or 1665
www.franklincony.org**

GENERAL INSTRUCTIONS

TIME AND PLACE OF EXAMINATION

Accepted candidates will be notified by letter when and where to appear for examination. You are required to bring the letter of approval for admittance. Disapproved candidates will be so notified. The Personnel Officer does not make formal acknowledgment of the receipt of an application.

APPLICATIONS

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications may be disapproved. All statements made by candidates are subject to verification.

RESIDENCE

Unless otherwise stated all candidates are required to be legal residents of the County of Franklin for not less than thirty days immediately preceding the date of examination. Appointing authorities may give preference to legal residents of their jurisdiction.

ANTICIPATED ELIGIBILITY

If successful on the examination, you will not be certified for appointment until you have submitted proof of possession of the required licensure/certificate to the Franklin County Personnel Department. This proof must be submitted when you receive your licensure/certificate or it will result in the removal of your name from the eligible list.

VETERANS CREDITS

For purpose of claiming Veterans Credits on a Civil Service Examination, an applicant must have served in the armed forces for the United States at any time during the following periods:

World War I	- April 6, 1917 - November 11, 1918
World War II	- December 7, 1941 - December 31, 1946
Korean War	- June 27, 1950 - January 31, 1955
Vietnam Conflict	- December 22, 1961 - May 7, 1975
Persian Gulf Conflict	- August 2, 1990 - the date upon which such hostilities end

OR

Commissioned corps of the US public health services: July 29, 1945 - September 2, 1945
June 26, 1950 - July 3, 1952

OR

The armed forces expeditionary medal, navy expeditionary medal, or marine corps expeditionary medal for:

Hostilities in Lebanon	- June 1, 1983 - December 1, 1987
Hostilities in Grenada	- October 23, 1983 - November 21, 1983
Hostilities in Panama	- December 20, 1989 - January 31, 1990

A Disabled or Non-Disabled Veteran who wished to establish eligibility for additional credits MUST claim these credits with the filing of this application. Upon your request, we will forward forms for establishing your eligibility for such credits. You will be allowed the option of waiving these credits at the time of appointment.

WRITTEN EXAMINATION

This written examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations which deals with the rating of examinations apply.

ELIGIBLE LISTS

Eligible lists will be established in the order of final rating for successful candidates, and will be established for a period of one - four years unless exhausted prior to that date.

HEALTH REQUIREMENTS

Candidates must be medically and physically capable of performing the duties of the position and may be required to take examinations to establish this condition prior to employment.

RELIGIOUS ACCOMMODATION

Candidates who, because of a religious observance or practice, are unable to compete in an examination scheduled to be held by this office, will be rescheduled. Notification must be made in writing to the Personnel Office with the examination application. The candidate will be notified by the Personnel Office of an alternate test date.

OTHER ALTERNATE TEST DATES

Alternate examination dates may be granted for qualifying circumstances. A request for an alternate examination date must be submitted to the Franklin County Personnel Office in writing with application for examination. A decision will be made and the candidate will be notified by the Personnel Office of the determination.

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 this office 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.

BACKGROUND INVESTIGATIONS, FINGERPRINTS AND FEES

Fingerprinting is sometimes required at the time of appointment. If so, you may be required to pay the processing fee. Background Investigation: Applicants may be required to undergo a State and National Criminal History Background Investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

CONTINUOUS RECRUITMENT EXAMINATIONS

Names of candidates from a continuous recruitment examination will be inter-filed on the continuing eligible list in rank order regardless of the date on which they took the test. A department/agency/municipality reserves the right to terminate the continuous recruitment program.