



CITY OF UTICA

Civil Service
1 Kennedy Plaza, Utica, New York 13502
(315) 792-0227 fax: (315) 792-0226

ROBERT M. PALMIERI
MAYOR

LILLIAN R. BRENNAN
CHAIRPERSON, CSC

UTICA MUNICIPAL CIVIL SERVICE ANNOUNCES EXAMINATION OPEN TO THE PUBLIC

YOUTH BUREAU DIRECTOR EXAM NUMBER 65-323

LAST DATE FOR FILING
SEPTEMBER 30, 2015

EXAM DATE
DECEMBER 5, 2015

The applicant should make sure EVERY question on the application is answered, and that the application is complete in all respects. All statements made by candidates are subject to verification.

APPLICATIONS RECEIVED OR POSTMARKED AFTER THE LAST FILING DATE WILL BE DENIED.

**\$10.00 NON-REFUNDABLE FILING FEE MUST ACCOMPANY EACH APPLICATION
MONEY ORDERS ONLY - NO CASH, NO PERSONAL CHECKS**

STARTING SALARY/RANGE: \$3,000 Youth Bureau

VACANCIES: There is currently one (1) vacancy for this position at the City of Utica, Youth Bureau. The eligible list resulting from this examination will be used to fill this vacancy and any other vacancies as they occur in all agencies and special districts under the jurisdiction of the Utica Municipal Civil Service Commission.

RESIDENCE REQUIREMENT: Candidates must be legal residents of the City of Utica for at least four (4) months immediately preceding the date of the written examination.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or New York State registered college or university with a Bachelors Degree in Social Services, Sociology, Recreation, Psychology, Education, Business or Public Administration or a closely related field; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in Social Services, Sociology, Recreation, Psychology, Education, Business or Public Administration or a closely related field AND two (2) years experience in working with * youth in a youth oriented program.
- (C) Graduation from High School and four (4) years of experience as stated in (B) above.

NOTE: Part-time experience will be pro-rated toward meeting the full-time experience requirement. The following criteria will be used in order to pro-rate experience:

08 - 15 hours per week.....1/4 time
 16 - 23 hours per week.....1/2 time
 24 - 31 hours per week.....3/4 time

* Youth oriented program is defined to mean but not limited to programs such as Girl Scouts, Boy Scouts, YWCA, YMCA, Girls Clubs, Boys Clubs, 4-H Club, teaching, guidance counseling, etc.

DUTIES: This position involves coordinating community programs involving youth welfare, protection, and development. The incumbent will maintain a close relationship with all such organizations and recommend to the administration how they can most effectively contribute to the youth programs. Supervision is exercised over the work of subordinate staff. Does related work as required.

SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills and/or abilities in the following areas:

1. **Administering and coordinating youth programs**
These questions test for knowledge of youth-related programs and principles, practices, and techniques used to administer and coordinate youth programs. Questions may cover such topics as planning, monitoring, evaluating, and managing youth education and recreation programs.
2. **Educating and interacting with the public**
These questions test for knowledge of techniques used to interact effectively with individuals and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.
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 statements 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. **Working with youth**
These questions test for the knowledge and abilities needed to work with youth and their problems. Questions may cover such topics as normal and abnormal adolescent behavior and development, youth perspectives and points of view, environmental factors and effects, establishing rapport with youth, problems of alcohol and drug use/abuse, teenage pregnancy, and delinquency.

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.

IMPORTANT: READ GENERAL INSTRUCTIONS CAREFULLY.

THE USE OF CALCULATORS IS ALLOWED FOR THIS EXAM.

Calculators are permitted: Unless specifically prohibited, candidates are permitted to use QUIET, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries and any similar devices are PROHIBITED.

Issued: August 25, 2015