

# TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

## Inclusion Through Diversity



## OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Administrative Coordinator

**EXAM NO:** 64737

**SALARY:** \$24.93 per hour - 2018 Hire Rate

**LOCATION:** Tompkins County Workforce Development Board Office

**EXAM DATE:** 09/29/18

**ISSUE DATE:** 08/01/18

**THE FINAL DATE TO FILE APPLICATIONS:** 08/16/18

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 09/30/18

**RESIDENCY:** Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

### **LOCATION OF POSITION:**

There is currently one part-time position in the title of Administrative Coordinator located in the Tompkins County Workforce Development Board Office. The eligilist list resulting from this open competitive examination may be used to fill any full-time, part-time, or temporary appointment that may occur during the life of the eligible list.

### **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered four year college or university with bachelor's degree and three years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management or senior level clerical position; **OR**
- (b) AAS plus five years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management or senior level clerical position; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma and seven years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management or senior level clerical position; **OR**
- (d) Any combination of training and experience equal to or greater than that described in (a) and (b) and (c) above.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an administrative support position involving independent responsibility for the supervision and coordination of the fiscal and operating functions of a department. The incumbent is responsible for overseeing the day-to-day office management and supervision of non-technical staff. The position is responsible for program planning, budget formulation, fiscal management, and statistical record keeping/management. Work is performed in accordance with policies and objectives directed and outlined by department head, with considerable leeway for independent judgment. The position acts as a liaison with a variety of other departments and agencies and supervises the non-technical office staff. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Formulates policies and procedures for the fiscal and general administration of the department under the direction of the department manager;
- Assists the department manager in developing, administering and assessing policies related to budget, program, personnel, and agency procedures;
- May supervise program components including liaison activities with other departments and agencies, providing information to the general public, and interacting directly with clients and their families;
- Makes budget studies, assists in the preparation of the total budget, and prepares material needed for board resolutions and budget adjustments;
- May prepare funding proposals or state aid budgets and reimbursement reports;
- Responsible for physical plant management such as ordering equipment, requesting repairs, and assessing future needs of a department or agency;
- Responsible for interviewing, making recommendations on hiring of nontechnical staff, training, supervision, and performance evaluations of office staff;
- May provide training on office operation, with emphasis on computer-related usage and database maintenance;
- Oversees the preparation of or provides a variety of accounting, statistical, and narrative reports as required;
- Serves as liaison with other county departments regarding personnel transactions, equipment procurement, and budgetary monitoring;
- Serves as support staff to select committees, advisory boards, and councils associated with the work of the agency for specific programs administered by the department in conjunction with other agencies;
- Develops and monitors contracts and service agreements;
- May be required to edit and update a variety of web pages.
- Performs related work necessary for the efficient execution of administrative functions of the agency.

### **TYPICAL WORK ACTIVITIES FOR PLANNING DEPARTMENT ONLY:**

- Coordinate participation of experts from local, regional and State agencies in deliberating local planning issues;
- Responsible for collecting information and editing material for department Newsletter;
- Assist in the management and dissemination of planning information and database;
- Coordinate and facilitate citizen grassroots committees planning efforts;
- Develop technical workshop training programs for town, village and county planning boards.

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of current principles and practices of business administration of various agency programs;
- Thorough knowledge of office terminology, procedures and equipment;
- Thorough knowledge of business arithmetic and English;
- Good knowledge of the organization, functions, laws, policies, and regulations of the agency to which assigned;
- Ability to handle routine administrative details independently, including the composition of letters and memoranda;
- Ability to plan, assign and review the work of others;
- Ability to understand and carry out complex oral and written instructions;
- Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
- Ability to perform close detailed work involving considerable visual effort and strain;
- Good judgment in solving complex clerical and administrative problems;
- Resourcefulness in handling administrative problems;
- The employee's physical condition shall be commensurate with the demands of the position.

## **COMPLETE SCOPE OF THE EXAMINATION AND EXPANDED SUBTEST DESCRIPTION:**

### 1. Administration

These questions test for knowledge of the managerial functions involved in directing an organization or an organizational segment. These questions cover such areas as: developing objectives and formulating policies; making decisions based on the context of the administrator's position and authority; forecasting and planning; organizing; developing personnel; coordinating and informing; guiding and leading; testing and evaluating; and budgeting.

### 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 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 written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

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 online at: <https://www.cs.ny.gov/testing/testguides.cfm>

## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties 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 firefighter or police officer killed in the line of duties 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 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.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850