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: DIRECTOR OF INFORMATIONAL AND INSTRUCTIONAL TECH.

EXAM NO: 63865

SALARY: $40.87 per hour

EXAM DATE: 12/01/18

ISSUE DATE: 10/15/18

THE FINAL DATE TO FILE APPLICATIONS: 10/30/18

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 12/02/18

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.

THE USE OF A QUIET HAND HELD CALCULATOR IS ALLOWED FOR THIS EXAMINATION.

Location of Position:

There is currently one vacancy in the title of Director of Informational and Instructional Technology located at Lansing Central School. The eligible list resulting from this open competitve examination may be used to fill any full-time, part-time or temporary vacancies that may occur during the life of the eligible list.

MINIMUM QUALIFICATIONS: EITHER:

(a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Computer Science, Data Processing or closely related field AND three years full-time paid (or the equivalent part-time and/or volunteer) experience in technology application activities, grant writing, and staff instruction and development; OR

(b) Graduation from a regionally accredited or New York State registered four year college with a Bachelor's Degree in Computer Science, Data Processing or closely related field AND five years full-time paid (or the equivalent part-time and/or volunteer) experience in technology application activities, grant writing, and staff instruction and development; OR

(c) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in Computer Science, Data Processing or closely related field AND seven years full-time paid (or the equivalent part-time and/or volunteer) experience in technology application activities, grant writing, and staff instruction and development; OR

(d) Possession of a high school diploma or equivalency diploma and nine years of full-time paid (or the equivalent part-time and/or volunteer) experience in technology application activities, grant writing, and staff instruction and development; OR

(e) Any equivalent experience combination of training and experience as defined by the limits of (a), (b), (c) and (d) above.

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative and technical position with Responsibility for the direction and Coordination of work involving networking, system integration and maintenance of related hardware and software. The work includes the study of various problems, kinds of information sources, flow of information, adaptation of information for computer use and the information output. Considerable leeway is allowed for the planning and implementing of work methods and procedures with commensurate responsibility for technical results. The incumbent in this title may supervise Microcomputer Specialists Network Specialists and other employees as necessary. The work is preformed under the general direction of the Superintendent. The incumbent will perform all other related duties as required.

TYPICAL WORK ACTIVITIES:

Oversees and establishes procedures for all network, computer and related technology for the Newfield Central School District; Provides short and long range technical planning for networking systems; Understands infrastructure, hardware and software components; Supervisesa and coordinates the work of Microcomputer and/or Network Specialists; Works with administrators and faculty to develop and implement professional development opportunities to link technology with classroom instruction; Ability to research, prepare and recommend the development of technology into all aspects of the Teaching and learning process; Processes grant proposals for the district in the area of technology, e.g. e-rate, distance learning, etc. Serves as a District representative on technology committees at BOCES, County or district levels; Leads and coordinates the Newfield Technology Task Force which is comprised of community and Central School District representatives; Coordinates and advises the School District on purchases of network hardware and software.

FULL KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of computer programming and the capabilities and Use of data processing equipment; Ability to learn new technology; Ability to establish and maintain effective working relationships with administrators and teachers of the district; Ability to plan and supervise the work of others; Analytical reasoning ability; Resourcefulness, dependability, good judgement; and Physical condition commensurate with the demands of the position.

Complete Scope of the examination and Expanded subtest descriptions:

1. Data processing concepts and terminology
These questions are designed to test for knowledge o.f computer characteristics and operations that is relevant for computer programming and analysis. They may cover, but not necessarily be confined to, basic terminology of data processing, data entry, data access, and data communications; basic characteristics of storage media and data bases; types of data processing (e.g., time-sharing), the functions of operating systems, and hierarchies of computer memory.

2. 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 ofthe 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 .

3. Programming techniques and concepts
These questions test for basic structures of higher-level computer programming languages and their applications. They cover such subjects as programming techniques and terminology, program documentation, and flowchart interpretation.

4. Supervision
These questions test for knowledge of the principles and prac!ices 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. Systems analysis and design
These questions test for techniques and concepts of computer systems analysis and design. They cover such subjects as feasibility and applications studies, systems development tools and software, the systems life cycle, types of systems (e.g., client/server, Web-based), controls, and systems documentation, testing, and implementation.

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: 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.â

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