

**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

TITLE: Town Fire Coordinator (PT) (Town of Dryden)

EXAM NO: 66914

SALARY: \$30,000/year

TYPE OF EMPLOYMENT: Part time

EXAM DATE: 10/21/23

ISSUE DATE: 08/21/23

THE FINAL DATE TO FILE APPLICATIONS: 09/08/23

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 10/22/23

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 POSITIONS/VACANCIES:

There is currently one part-time opportunity in the title of Town Fire Coordinator (PT) located at the Town of Dryden. The eligible list resulting from this promotional examination may be used to fill any part-time or temporary position that may occur during the life of the eligible list.

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered two year college with an Associates degree or satisfactory completion of at least 60 college credit hours AND one year of experience in accounting and budget preparation; OR
2. Three years experience as a professional or volunteer firefighter and two years of experience in accounting and budget preparation

NOTE:

The Fire Coordinator may not serve as a fire chief in any department while employed by the town.

Tompkins County is committed to equity and inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State motor vehicle license
2. Preference may be given to Town of Dryden residents
3. Preference may be given to applicants who have completed the following at time of appointment: Officer Training, Firefighter 1 or Firefighting Essentials. Also: Pump Operations, Emergency Vehicle Operations Course (EVOC), Ladder Company, Fire Behavior Arson Awareness, Hazardous Materials, Incident Command Course.
4. Preference may be given to applicants who have held fire department officer positions.

DISTINGUISHING FEATURES OF THE JOB:

The Town Fire Coordinator will interface between town government and local fire departments to ensure that mutual goals are met and that efficient and effective fire response service is provided throughout the town. The Coordinator will identify and pursue opportunities to assist local fire departments through grants, trainings, response coordination, and resource sharing. The Town Fire Coordinator acts as liaison between the five fire departments that serve the Town of Dryden and the Dryden Town Board. The position reports to the Town Supervisor and the Town Board.

WORK ACTIVITIES:

- Act as liaison between volunteers, fire department boards, and the Town Board
- Coordinate Mutual Aid Plan among the five departments serving the town
- Foster efficient and effective fire prevention and protection services throughout the town
- Improve public accountability and transparency among the five departments
- Implement practices to improve communication between fire departments and Town Board, including standardizing budget requests and periodic updates to the Board.
- Identify needs of individual fire departments and opportunities for coordination
- Identify strengths, weaknesses, opportunities, and threats of fire protection services in the town
- Supervise and assist in safety inspections
- Assist with the review or preparation of annual budgets upon local fire department request
- Act as a resource to the Town of Dryden Code Enforcement Department and assist in any matter involving investigation
- Attend at least one monthly meeting a year for each fire department
- Assist in researching and writing grants applications

- Assist in coordinating department trainings
- Develop and maintain town-wide fire equipment inventory and assessment
- Initiate town-wide volunteer firefighter recruitment program

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of firefighting
- Thorough knowledge of firemanic principles
- Working knowledge of administrative principles and practices
- Ability to help organize department-wide trainings
- Ability to prepare reports
- Ability to take initiative
- Good communication skills
- Good negotiating skills
- Good physical condition

Self-starter

Originally Created: 10/2021 T41

Originally F33 created 10/2021, title change to T41 2/2022

Complete Scope of the examination and Expanded subtest descriptions:

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.

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.

The mutual aid and emergency preparedness process

These questions test for a knowledge of the development, review, implementation, and application of the mutual aid and emergency preparedness process. The questions cover such areas as the following: appropriate mechanisms of the New York State Fire Mobilization and Mutual Aid Plan; the New York State Hazardous Materials Emergency Contingency Plan; the National Incident Management System (NIMS); the Incident Command System (ICS); and accepted procedures for coordinating and managing responses to emergencies and disasters such as technological and natural disasters, hazardous materials, and terrorist incidents.

Principles and practices of staff development and training

These questions test for the knowledge and abilities used to develop and deliver training. They address topics such as the assessment of training needs; instructional design; training methods and techniques; the use of training aids, materials, and technology; motivation; learning theory; classroom management; the evaluation of learning outcomes; and the usage of training-related data.

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.

Test guide:

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 'General Guide to Written Tests' 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.

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