

**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: Recreation Coordinator

EXAM NO: 61072

SALARY: \$27.30/hr

LOCATION: Town of Dryden

TYPE OF EMPLOYMENT: Full 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 RECOMMENDED FOR THIS EXAMINATION.

LOCATION OF POSITIONS/VACANCIES:

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

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York state registered college with an Bachelor's degree in Recreation, Physical Education, Sports Management or a related field AND two years of full-time paid (or the equivalent part-time and/or volunteer) experience in a recreation program, one year of which was in a supervisory capacity; OR
- (b) Graduation from a regionally accredited or New York state registered college with an Associates degree in Recreation, Physical Education, Sports Management or a related field AND four years of full-time paid (or the equivalent part-time and/or volunteer) experience in a recreation program, one year of which was in a supervisory capacity; OR

(c) Graduation from high school or possession of a high school equivalency diploma AND six years of full-time paid (or the equivalent part-time and/or volunteer) experience in a recreation program, one year of which was in a supervisory capacity; OR

(d) Any combination of training and experience equal to or greater than that described in (a), (b) and (c).

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

A Recreation Coordinator is responsible for planning, organizing, and administering all aspects of a recreation department within a Town. The coordinator is required to spend some time in a leadership role for most activities offered by the department. Supervision is exercised over the work of all subordinate personnel. The work is performed under the general direction of the Recreation Commission and the direct supervision of the Town Supervisor. Considerable leeway allowed for the exercise of independent judgment when carrying out the day-to-day work activities. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Administers the recreation and youth program for specific municipality;
- Plans, organizes, promotes and directs recreation activities and events;
- Supervise, train and evaluate the work of all subordinate recreation staff, volunteers, coaches, officials, etc.;
- Represents the recreation program at meetings with other departments, community organizations, municipalities, etc.;
- Oversees all aspects of the various programs and activities provided by the department;
- Represents the department to organizations within the community;
- Makes presentations to the Town Board with regard to the effectiveness of the department;
- Explores alternative recreation sites (recreation centers, parks, neighborhoods);
- Offers alternative activities (fun nights, social, holiday parades, tournaments);
- Trains sports officials if necessary;
- Chaperones trips and other activities sponsored by community organizations;
- Keeps records of attendance and participation;
- Schedules all recreation activities
- Distributes, collects, inventories and labels equipment;
- Maintains order and enforces rules and regulations;
- Assures the safety of participants and others involved.
- Good knowledge of the principles and practices involved in administering a municipal recreation program;
- Good knowledge of the recreation needs of the community;
- Good knowledge of the principles and practices of supervision;
- Working knowledge of rules/regulations regarding local athletic leagues and safety issues; Working knowledge of the principles and practices of budgeting;
- Ability to plan, organize and promote a variety of recreation activities;
- Ability to assess program needs and accomplish goals within the confines of available
- resources;
- Ability to communicate effectively, both orally and in writing, with groups and individuals;
- Ability to deal courteously and effectively with the public, boards and other town employees;
- Good problem solving skills, tact, courtesy and good judgment are required;
- Obtain and maintain first aid and CPR certification;
- The employee's physical condition shall commensurate with the demands of the position.

Complete Scope of the examination and Expanded subtest descriptions:

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.

Recreation administration

These questions test for knowledge and application of the principles and practices of recreation administration as they relate to structuring and maintaining a recreation program. Questions may cover such topics as planning (forecasting, identification of objectives, etc.); organizing (identification and grouping of work tasks, definition and delegation of responsibility and authority, establishment of relationships, etc.); control (development and implementation of standards, evaluation techniques, etc.); and policy formulation.

Working with people to facilitate recreation and/or leisure activities

These questions will test for the knowledge and abilities necessary to work with individuals of all backgrounds in the context of providing recreation and leisure activities. Questions may cover such areas as: human behavior and development, handling difficult situations, engaging and motivating participants, building rapport with participants, working with volunteers, and planning appropriate activities for participant group.

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.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