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**CITY OF MOUNT VERNON
MUNICIPAL CIVIL SERVICE COMMISSION**

One Roosevelt Square, Room 103
Mount Vernon, New York 10550
(914) 665-2357

Commissioner

Joan O'Meara-Conroy
Commissioner

EXAMINATION
NUTRITION PROGRAM DIRECTOR
OPEN-COMPETITIVE EXAMINATION #69-099

DATE OF EXAMINATION: SATURDAY, OCTOBER 28, 2017
PLACE OF EXAMINATION: AB Davis Middle School - Mount Vernon, New York @ 8:30 A.M.
APPLICATION CLOSING DATE: SEPTEMBER 28, 2017 @ 4:00pm –no exceptions
SALARY RANGE: \$50,075- \$65,650

At the present time, there is one vacancy in the City of Mount Vernon, Department of Recreation.

RESIDENCY REQUIREMENTS: Candidates must be a resident of the City of Mt. Vernon for not less than one year immediately preceding the date of the written examination.

REQUIREMENTS FOR TAKING THE EXAM:

Graduation from high school or possession of an equivalency diploma issued by the New York State Education Department; AND EITHER

- (a) A Bachelor's Degree and two years of experience in food service work in a restaurant, school lunch program, hospital, day care center, senior citizens center, nursing home or a related field, which much have included one year serving as a manager overseeing food preparation; OR
- (b) An Associate's Degree and four years of experience as stated in (a) above; OR
- (c) Six years of experience as stated in (a) above which much have included one year serving as a manager.

NOTE: For appointment from the resulting eligible list, applicants with a foreign high school diploma must submit a course by course evaluation of their educational credentials. You must pay the required evaluation fee. Evaluations will be accepted from services such as: WORLD EDUCATION SERVICES, INC., P.O. BOX 5087, NEW YORK, NY 10274 – 212-966-6311, GLOBE LANGUAGE SERVICES, INC. 319 BROADWAY #200, NEW YORK, NY 10027, 212-227-1994, OR INTERNATIONAL EDUCATION RESEARCH FOUNDATION, INC. P.O. BOX 3665, CULVER CITY, CA. 90231.

SPECIAL REQUIREMENTS FOR APPOINTMENT TO THIS POSITION: Possession of current SafeServ certification AND possession of a valid New York State Driver's License.

DUTIES: Under the general supervision of the municipal administration, an incumbent in this position administers and coordinates the various activities and programs for participating in a federally funded Nutrition Program. This is an important administrative position, responsible for the local organization, coordination and efficient functioning of the sites in the federally funded nutrition program for senior citizens. Program includes serving meals at community based sites and home delivery. Supervision is exercised over Nutrition Site Manager and subordinate staff. Does related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of quantity food preparation and service techniques, particularly related to the elderly; good knowledge of eating habits, nutritional needs and food interests of the elderly; knowledge of community agencies, services, facilities that may be used to help the elderly; ability to organize, plan and supervise the work of others; ability to read, write, speak, understand and communicate in English effectively to perform the essential duties of the position; ability to maintain records and to submit accurate and timely reports; ability to use computer application software; ability to relate to the problems to senior citizens; ability to communicate clearly and effectively both orally and in writing; ability to get along well with others; ability to organize and direct personnel; tact; resourcefulness; integrity and physical condition commensurate with the demands of the position.

SUBJECTS OF EXAMINATION: The written test will cover knowledge, skills and/or abilities in the following areas:

- 1) ADMINISTRATIVE TECHNIQUES AND PRACTICES;
- 2) BASIC PRINCIPLES AND PRACTICES OF FOOD SERVICE;
- 3) EDUCATING AND INTERACTING WITH THE PUBLIC;
- 4) PREPARING WRITTEN MATERIAL;
- 5) SUPERVISION AND TRAINING

EXPANDED SCOPE STATEMENT:

- 1) **ADMINISTRATIVE TECHNIQUES AND PRACTICES** – These questions test for a knowledge of management techniques used in directing or assisting a program component or an organizational segment. Questions cover such areas as interpreting policies, making decisions based on the context of the position in the organization, coordinating programs or projects, communicating with employees or the public, planning employee training and researching and evaluating areas of concern.
- 2) **BASIC PRINCIPLES AND PRACTICES OF FOOD SERVICE** – These questions will test the ability to assure the quality and appropriateness of the food served, and knowledge of healthful and sanitary practices related to cooking, serving and/or storing food.
- 3) **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.
- 4) **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.
- 5) **SUPERVISION AND TRAINING** – These questions test for the knowledge required by a supervisor to set goals, plan and organize work, train workers in how to do their jobs, and direct workers towards meeting established goals. The supervisory questions cover such areas as assigning and reviewing work, evaluating performance, maintaining work quality, motivating employees, increasing efficiency, and dealing with problems that may arise on the job. The training questions cover such areas as determining the necessity for training, selecting appropriate training methods and evaluating the effectiveness of training.

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

CALCULATORS ARE RECOMMENDED FOR THIS EXAMINATION: DEVICES WITH TYPEWRITER KEYBOARDS, SPELL CHECKERS, PERSONAL DIGITAL ASSISTANTS, ADDRESS BOOKS, LANGUAGE TRANSISTORS, DICTIONARIES OR ANY SIMILAR DEVICES ARE PROHIBITED.

Candidates are required to attain a final average rating of 70 in order to be eligible to have their name placed on the eligible list established as a result of this examination. Life on the list will be stated at the time the list is established.

APPLICATION FEE: A \$15.00 NON-REFUNDABLE FILING FEE IS REQUIRED FOR THIS EXAMINATION FOR MOUNT VERNON RESIDENTS. The applicable fee is required and must accompany your application. If your application is received without the required fee, it will be considered incomplete and you will not be admitted to the examination. Only MONEY ORDERS will be accepted for the applications fee. The money order should be made payable to the City of Mount Vernon and be sure to write the examination number on the money order. CASH OR CHECKS WILL NOT BE ACCEPTED. Because NO REFUND will be made, you are urged to compare your qualifications carefully with the requirements for admission.

FEE WAIVER INFORMATION: A waiver of the application fee will be allowed if you are unemployed and are primarily responsible for the support of a household. In addition, a waiver of the application fee will be allowed if you are determined eligible for Medicaid, receiving Supplemental Security Income payment, or Public Assistance. All claims for an application fee waiver are subject to verification. If you can verify eligibility for the application fee waiver, you must complete a "Request for Application Fee Waiver" form. This form is available in the Civil Service Office. You must submit the completed fee waiver form with your completed application.

Applications are available in the Mount Vernon Municipal Civil Service Commission Office Monday through Friday from 9:00 AM to 4:00 PM or send a self-addressed, legal-sized envelope to the Civil Service Commission, Room 103 - City Hall, One Roosevelt Square, Mount Vernon, NY 10550. Applicants may also obtain applications from the City of Mount Vernon's website at www.cmvny.com. All applications must be returned to the Civil Service Commission Office on or before the application deadline date.

For applications go to the Civil Service Office Monday through Friday from 9:00 am to 4:00 pm or send a stamped self-addressed, legal-sized envelope to the Civil Service Commission, Room 103, City Hall, 1 Roosevelt Square, Mt. Vernon, New York 10550. You may also obtain applications from our website @www.cmvny.com. **ALL APPLICATIONS MUST BE RETURNED TO THE CIVIL SERVICE OFFICE WITH YOUR FILING FEE. Applications received via mail will not be accepted if postmarked after the closing date deadline of SEPTEMBER 28, 2017.**

RELIGIOUS OBSERVERS AND DISABLED PERSONS: If special arrangements for testing are required, please indicate this on your application and submit on a separate sheet of paper and attach it to your application at time of submission. You will be notified of the alternate test date which will take place in City Hall.

VETERAN'S CREDITS: Veterans or disabled veterans who are eligible for additional credits must submit an application for veteran's credits with the application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for Veteran's credit are available in the Civil Service Office. DD214 (Discharge papers must also be submitted). Veteran's credits can only be added to a passing score on the examination.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credits in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **NO CREDIT MAY BE GRANTED AFTER THE ESTABLISHMENT OF THE ELIGIBLE LIST.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an ADDITIONAL TEN (10) POINTS in a competitive examination for original appointment in the same municipality in which his/her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty 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 (2) 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.

ALTERNATE TEST DATE POLICY: Alternate test(s) date(s) may be arranged upon review of the circumstances according to the alternate Test Date Policy adopted April 14, 2008 by the Civil Service Commission. Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in the Mt. Vernon Civil Service office no later than two (2) weeks preceding the examination. If an emergency prevents you from appearing for the examination, please notify the Civil Service office in writing no later than the Friday before the test date and provide verifiable documentation of the reason. A determination will be made as to if an alternate test date will be scheduled.

APPLYING FOR CIVIL SERVICE EXAMS IN MULTIPLE JURISDICTIONS WHEN EXAMS ARE SCHEDULED ON THE SAME DATE: If you have applied for any other Civil Service Exams for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the exams at one test site. If you have applied for both State and Local government exams, you must make arrangements to take all your exams at the State exam center by calling the State to make the arrangements, no later than two weeks before the test date.

SPECIAL REQUEST FOR MAKE UP EXAM DUE TO MILITARY DUTY: A make-up test will be available for written or any other portion of the test for persons who are in the active military. A person eligible for military make-up test does not have to wait until discharge from active duty to take the test. Applicant must submit to this office a copy of a military order, DD214, or any other military document that substantiates active military service prior to the make-up test.

It is the responsibility of the candidate to notify the Civil Service Office of any change in name or address. No attempt will be made to locate candidates who have moved.

THE CITY OF MOUNT VERNON IS AN EQUAL OPPORTUNITY EMPLOYER

07/20/17