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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**

**YOUTH SPECIALIST I I**

**OPEN-COMPETITIVE EXAMINATION #64-265**

**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:** \$59,945.00 - \$70,964.00

At the present time, there is one vacancy in the City of Mount Vernon, Youth Bureau.

**RESIDENCY REQUIREMENTS:** There are no residency requirements for this position.

**REQUIREMENTS FOR TAKING THE EXAM:**

- (a) A Bachelor's Degree from a recognized college or university; PLUS 4 years of experience in youth programs; 3 or which must include experience in supervising youth programming and staff.

**NOTE:** Part-time or volunteer experience may be prorated toward meeting the full-time experience requirements.

**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.

**DUTIES:** Under general supervision of the Executive Director of the Youth Bureau. The incumbent is responsible for the planning, organization, scheduling, budgeting and management of the Mount Vernon S.T.R.O.N.G. Program sites and youth development programs. Facilitation of the partnership between the City of Mount Vernon Youth Bureau, Mount Vernon City School District and sub-contract agencies. Incumbent ensures that the partners fully implement the outlines program. Assumes all responsibility for grant reporting and compliance measures set forth by the City of Mount Vernon and the NYS Education Department. Oversees the hiring process and conducts interviews of perspective staff and volunteers and does related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Good knowledge of online, academic tools used to assess and assist students; ability to create and monitor fiscal budgets; ability to plan, coordinate and direct meaningful, youth development activities; demonstrated experience in underlying principles of youth development and growth; good knowledge of the typical problems and needs of youth; good knowledge of the community service agencies providing youth; develops and maintains working relationships with subcontract agencies and school principles to design and implement schedules of activities that are aligned with the key elements of the program's design and reflects the needs and interests of the students; provide technical assistance in the form of training and policy and procedure guidance to all program staff and subcontractors; ability to prepare and deliver presentations in a clear, concise and articulate manner, ability to establish rapport with youths; tact and courtesy; honesty 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) ADMINISTERING AND COORDINATING YOUTH PROGRAMS;
- 2) PREPARING WRITTEN MATERIAL;
- 3) PUBLIC CONTACT PRINCIPLES AND PRACTICES;
- 4) SUPERVISION;
- 5) WORKING WITH YOUTH.

## **EXPANDED SCOPE STATEMENT:**

- 1) **ADMINISTRATING AND COORDINATING YOUTH PROGRAMS** – These questions test for knowledge of youth-related programs and the principles, practices and techniques used to administer and coordinate youth programs. Questions may cover such topics as planning, monitoring, evaluating and managing youth education and recreation programs.
- 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 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.
- 3) **PUBLIC CONTACT PRINCIPLES AND PRACTICES** – These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.
- 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) **WORKING WITH YOUTH** – These questions test for knowledge and understanding needed to work with youth and their problems. Questions may cover such topics as: normal and abnormal adolescent behavior and development; youth perspectives and points of view; environmental factors and effects; establishing rapport with youth.

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](http://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. A NON-REFUNDABLE FILING FEE of \$25.00 is required for non-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](http://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](http://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

08/15/17