

**Please Post Conspicuously**

**OTSEGO COUNTY ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR  
NEIGHBORHOOD MANAGER #60-565**

**SALARY:** \$36,936

**EXAMINATION DATE:** May 22, 2010

**LAST DATE TO FILE:** Applications must be received by the in Otsego County Personnel/Civil Service office or postmarked no later than April 14, 2010.

**VACANCIES:** The eligible list resulting from this examination will be used to fill vacancies in Otsego County.

***RELIGIOUS ACCOMMODATION-DISABLED PERSONS-MILITARY MEMBERS:*** Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the Otsego County Civil Service/ Personnel Office as soon as possible before the test date. If you apply for an examination during the filing period, but are on active military duty on the date the examination is scheduled, you may request a military make-up examination. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten (10) days before the test date.

***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.

***FILING FEE:*** A fee of \$7.50 is required for each separately numbered examination for which you apply. The required fee must accompany your application. Make money order payable to County of Otsego and write the examination number(s) and your Social Security Number on your money order. **PERSONAL CHECKS AND CASH WILL NOT BE ACCEPTED. NO EXCEPTIONS.** As no refunds will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. No determination of eligibility will be made prior to filing of applications.

***APPLICATION FEE WAIVER:*** A waiver of the application fee will be allowed if you are unemployed and 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, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the application deadline as listed on the examination announcement. This form can be obtained at the Personnel/Civil Service Office or on our website at [www.otsegocountyemployment.com](http://www.otsegocountyemployment.com)

***RESIDENCY REQUIREMENT/PREFERENCE:*** There are no residency requirements for this examination. However, preference in appointment may be given to successful candidates who have been residents of Otsego County for at least one month immediately preceding the scheduled date of the written examination.

***VETERAN'S CREDIT:*** Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veterans Credits" accompanied by the form DD-214 prior to the establishment of the eligible list. **IT IS YOUR RESPONSIBILITY TO SEE THAT THE FORM DD-214 IS SUBMITTED TO THIS OFFICE. FAILURE TO SUBMIT A COPY OF YOUR DD-214 TO THIS OFFICE PRIOR TO THE ESTABLISHMENT OF ANY ELIGIBLE LIST WILL RESULT IN NO ADDITIONAL CREDIT BEING GRANTED. No credit may be granted after the establishment of the 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 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 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 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 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. An application for Veteran's Credit can be found at [www.otsegocountyemployment.com](http://www.otsegocountyemployment.com)

***DISTINGUISHING FEATURES OF THE CLASS:*** The work involves responsibility for the management of personnel at the Otsego Manor Nursing Home. The incumbent functions as the first line supervisor to insure compliance with operating rules and regulations, as well as developing and implementing the resident directed service model and provide the resultant training for staff to both orient new personnel and improve skills of existing staff. The work is performed under general direction with leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of all neighborhood staff. Does related work as required.

***FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:*** Good knowledge of budgeting process to identify and support personnel and equipment needs of the neighborhood; Ability to plan for and train subordinate nursing home staff; Ability to develop and maintain a team based work environment; Ability to plan and supervise the work of others; Ability to plan, organize, coordinate, administer and evaluate the effectiveness of program plans and provision of services related to nursing homes; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of high school equivalency diploma and either: (a) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor degree and two years of experience in face-to-face customer service, hospitality, business administration, recreation administration or human services which shall have included responsibility for the supervision of subordinate staff; or (b) Graduation from a regionally accredited or New York State registered two-year college with an Associate degree and four years of experience in face-to-face customer service, hospitality, business administration, recreation administration or human services, (2) two years of which shall have included responsibility for the supervision of subordinate staff; or (c) An equivalent combination of training and experience as defined by the limits of (a), and (b).

**SUBJECT OF EXAMINATION:** A written test designed to evaluate knowledge, skills and/or abilities in the following areas:

1. **CHARACTERISTICS AND PROBLEMS OF OLDER ADULTS** - These questions test for knowledge and understanding of the characteristics and problems of older adults. Questions may cover such topics as identifying the personal, social, and medical problems of older adults; knowledge of the programs, services, institutions, and resources available to older adults; and coordinating care and services to address the needs and problems of older adults.
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. **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.
4. **UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL** – These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All of the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

THE USE OF CALCULATORS IS **ALLOWED** FOR THIS EXAMINATION

**PREPARATION/RATING OF EXAMINATION:** This examination will be prepared and rated in accordance with Section 23 (2) of the Civil Service Law. The provisions of the New York State Civil Services Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

**ADMISSION NOTICES:** Approved candidates will receive admission letters indicating the date, time, and location their exam is scheduled no later than two weeks before the scheduled exam date. It is the responsibility of the candidate to notify the Personnel/Civil Service Office of any change in name or address. No attempt will be made to locate candidates who have moved.

**CROSS-FILING:** If you have applied for any other civil service examination to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site. If you have applied for both State and local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 457-7022 no later than two weeks before the test date. If you have applied for other local government examinations, call or write to each civil service agency to make arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with which you have filed an application of the test site at which you wish to take your examination. A Cross-File Notification form can be found at [www.otsegocountyemployment.com](http://www.otsegocountyemployment.com).

**APPLICATIONS AND ANNOUNCEMENTS** may be obtained by writing or calling the Otsego County Civil Service/Personnel Office, 197 Main Street, Cooperstown, New York 13326. (607) 547-4239 or downloaded from the County's website at [www.otsegocountyemployment.com](http://www.otsegocountyemployment.com).

**NOTICE: ONLY APPLICATIONS SUBMITTED TO THE OTSEGO COUNTY PERSONNEL OFFICE WILL BE CONSIDERED FOR THIS EXAMINATION. RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR YOUR APPLICATION BUT WILL BE ACCEPTED ONLY AS AN ADDITION TO YOUR APPLICATION. ALL RELEVANT INFORMATION MUST BE CONTAINED IN YOUR APPLICATION.** A separate application must be filed for **EACH** examination for which you apply. Applications must contain the correct examination title and/or number in order to be considered. The Otsego County Personnel Office reserves the right to accept or to reject applications/fees submitted/postmarked after the last announced filing date. The Otsego County Personnel Office is **NOT** responsible for lost or misdirected mail.

**NOTE:** Unless otherwise specified, all required experience must be full time paid or its part time paid equivalent. **You are responsible for submitting an accurate, adequate and clear description of our experience. Omissions or vagueness will NOT be interpreted in your favor.** Applicants for examination must meet all minimum qualifications on or before the examination date with no tolerances allowed. If an applicant lacks the required experience or has not completed all required training at the time he/she submits an application, but is serving in a qualifying position or will complete all required coursework by the date of the examination, he/she may be approved **CONDITIONALLY** to take an examination, pending verification of successful completion of all experience and training requirements. Applications for examination can be obtained from the Otsego County Personnel Office, 183 Main Street, Cooperstown, New York or downloaded from the County's website at [www.otsegocountyemployment.com](http://www.otsegocountyemployment.com)

**ALTERNATE TEST DATE POLICY:** Under specific circumstances an alternate test date may be arranged in accordance with established policy. Your request and verifiable documentation should be submitted at least one week prior to the test date or in case of emergency no later than 5:00 PM on the next business day following the test. A copy of the Alternate Test Date Policy is available on the County's website at [www.otsegocountyemployment.com](http://www.otsegocountyemployment.com), or by calling the Personnel/Human Resources Office at 607-547-4239. **IN NO CASE SHALL THE EXAMINATION BE GIVEN LATER THAN THE FOLLOWING SATURDAY**

**Dated:** March 15, 2010

**OTSEGO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.**

**PHONE: 607-547-4239**

**[www.otsegocountyemployment.com](http://www.otsegocountyemployment.com)**