



CITY OF TONAWANDA CIVIL SERVICE COMMISSION
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William Sheldon, Chairman
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THE TONAWANDA CIVIL SERVICE COMMISSION ANNOUNCES
AN OPEN COMPETITIVE EXAMINATION

HOUSING PROJECT MANAGER

Exam No. 67769

Salary Range: \$72,000.00-\$82,000.00

EXAM DATE: May 13, 2017

LAST DATE TO FILE APPLICATION: March 30, 2017

The eligible list resulting from this examination will be used to fill future vacancies at the Tonawanda Housing Authority.

APPLICATION FEE: There is a \$12.50 non-refundable fee for each examination. The fee must accompany your application. You may pay in cash at the City Treasurer's Office or send a check or money order payable to the City Treasurer. Be sure your name is indicated along with the examination number on your check or money order. This fee will be waived for unemployed heads of households. **NO REFUNDS WILL BE MADE** if your application is disapproved. Be sure to compare your qualifications carefully with those stated below and file only for examinations for which you qualify.

RESIDENCY REQUIREMENT: There is no residency requirement for this exam. Preference in appointment may be given to City of Tonawanda residents. (Pursuant to subdivision 4-a of Section 23 of the Civil Service Law and the City Code of Ordinances, an eligible must be, at the time of certification and for at least four months prior thereto, a resident of such municipality.)

MINIMUM QUALIFICATIONS:

A) Two (2) years of responsible business experience in a supervisory capacity related to management or supervision in a business or government organization or department thereof, and
Graduation from a recognized college or university with a Bachelor's Degree, preferably in business or public administration, accounting, engineering or architecture; **OR**

B) Four (4) years of responsible business experience in a supervisory capacity related to the management or supervision in a business or government organization or department thereof, and
Graduation from a recognized college or university with an Associate's Degree; **OR**

C) Ten (10) years of responsible business experience in a supervisory capacity related to the management or supervision in a business or government organization or department thereof, and
Graduation from high school or possession of a high school equivalency diploma.

GENERAL STATEMENT OF DUTIES: This is an important and administrative executive position involving responsibility for the business management, operation and maintenance of a Housing Project. Work is performed under the general direction of the Municipal Housing Authority and is subject to a review by the New York State Division of Housing. Supervision is exercised over the work of all subordinate employees.

SUBJECTS OF EXAMINATION: Written test designed to test for knowledge, skills and/or abilities in the following areas:

1. Principles and practices of real estate and housing management

These questions test for knowledge of the principles, practices, and terminology associated with managing and maintaining rental housing and other real property. These questions may cover such areas as tenant relations, building maintenance, and grounds maintenance.

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 performances; 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 numerical data related to community development and housing

These questions test for the ability to understand and interpret numerical data related to community development and housing. The data will be presented in formats such as tables and charts. All the information needed to answer the questions will be provided in the data presented. You may be required to perform basic mathematical functions such as addition, subtraction, multiplication, and division and to calculate averages and percentages.

You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone or other electronic devices.

5. Understanding, interpreting and applying housing and community development laws, rules and regulations

These questions test for the ability to understand, interpret, and apply a variety of federal and State housing and community development laws, rules, and regulations. You will be provided with a brief reading selection based on or extracted from a passage of legal text. You must read the selection and then answer one or more questions based on that selection. All the information needed to answer the questions will be provided in the reading selections.

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. The publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

Use of calculators is RECOMMENDED. Devices with spell-checkers, PDAs, MP3s, cell phones, texting, paging, camera or other enhanced electronic features are prohibited.

Your application for this test is part of the examination process. Applications must be completely filled out, with all information stated on the front and back of the form. The Civil Service Commission will not refer to other applications on file for additional information. Applications, which do not show training and/or experience to meet the minimum qualifications, will be disapproved.

APPLYING FOR EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON SAME DATE:

If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, 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 cross-filing with the local municipality 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. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government Civil Service Agencies with whom you have filed an application of the test site at which you wish to take your examination(s). For this examination, call 695-8626 or write to the Civil Service Commission, 200 Niagara Street, Tonawanda, NY 14150.

SPECIAL ARRANGEMENTS: 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 Civil Service Commission as soon as possible before the test date. If special arrangements for testing are required, indicate this on your applications under Question No. 5.

VETERANS: Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 10 and 5 points, respectively added to their earned scores if successful in passing the examination. You must claim these credits when you file the application, but you have an option to waive them any time prior to appointment. If you have already used these credits for a permanent position in NYS, you may not claim them again, with one exception: if a non-disabled veteran used veteran's credits to obtain an appointment or promotion with New York State or a local government AND subsequent to such use, he/she was determined by the United States Department of Veterans Affairs to be a qualified disabled veteran, then he/she shall be entitled to apply for and use 10 credits on NYS and local open competitive and promotional exams, minus the number of non-disabled credits he/she had previously used.

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.

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

APPLICATIONS ARE AVAILABLE AT THE CIVIL SERVICE OFFICE, on-line at www.ci.tonawanda.ny.us or you may send a self-addressed, stamped envelope to the Civil Service Office, 200 Niagara Street, Tonawanda, NY 14150.

LETTER WILL NOTIFY CANDIDATES OF EXAMINATION TIME AND LOCATION.

The City of Tonawanda is an equal opportunity employer.

Issued 2/3/17