



CITY OF TONAWANDA CIVIL SERVICE COMMISSION

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William Sheldon, Chairperson

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THE TONAWANDA CIVIL SERVICE COMMISSION ANNOUNCES AN OPEN COMPETITIVE EXAMINATION

SENIOR RECREATION LEADER

Exam No. 61459

Starting Salary Range: \$40,575.00-\$44,923.00

EXAM DATE: March 17, 2018

LAST DATE TO FILE APPLICATION: February 1, 2018

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.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or NYS registered two (2) year college or university with an Associate's degree in Recreation or a closely related field* and four (4) years' experience in the conduct of recreation activities; one (1) of which shall have been in a supervisory or administrative capacity; **OR**
- B) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree with a minimum of six (6) credit hours taken in professional recreation courses or a closely related field* (including but not limited to: administration, philosophy, principles and program), and two (2) years' experience in the conduct of recreation activities; one (1) of which shall have been in a supervisory or administrative capacity; **OR**
- C) Any equivalent combination of education, experience and training, as defined by the limits of (A) or (B) sufficient to indicate ability to perform the duties of the position.

* Examples of "closely related field": Recreation Management, Leisure & Sports Management, Fitness & Wellness, Outdoor Recreation or Therapeutic Recreation.

GENERAL STATEMENT OF DUTIES: Under the direction of a supervisor or administrator, the Senior Recreation Leader carries responsibility for planning, organizing, and supervising recreation service in one or more of a department's units (activities or facilities), including but not limited to the Youth Center and Pool. The Leader may be expected to spend some of the time in a specific leadership role. Employees in this class also perform routine and difficult clerical duties.

SUBJECTS OF EXAMINATION: Written test designed to test for knowledge, skills and abilities in such areas as:

1. Office record keeping

These questions test your ability to perform common office record keeping tasks. The test consists of two or more sets of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, average 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.**

2. Principles and practices of leisure recreation

These questions test for a knowledge of the basic concepts and common practices employed in the planning and implementation of leisure-time recreation programs in athletics, social activities, and avocational interests. Questions may cover such areas as program/activity planning for the major user groups, program/activity planning for people with special needs; operation of recreation areas, recreation center buildings, and specialized recreation facilities (pools, tennis courts, etc.); and scheduling of activities.

3. 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.

4. 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 (information systems, evaluation of alternatives, etc.).

5. 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.

6. 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.

Note: 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. These publications are 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.tonawandacity.com 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.