



Kingston Civil Service Commission Examination Announcement
City Hall
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Business Manager

Civil Service Exam held for the City of Kingston
(Open to the Public)

<u>EXAM DATE</u>	<u>EXAM NUMBER</u>	<u>APPLICATION FEE*</u>	<u>APPLICATION DEADLINE</u>
June 01, 2024	85975	\$10.00 (Do not send cash)	May 01, 2024 4:00PM

Check or money order ONLY- Make payable to City of Kingston Comptroller

A Fee Waiver is available to candidates who meet the requirements and veterans.

It is the applicant's responsibility to clearly show that they meet the minimum qualifications for the position. Please do NOT attach a resume to the application. You are responsible for completing all sections of the official application. *Ambiguity and vagueness will NOT be resolved in your favor.*

PLEASE NOTE: The City of Kingston and Ulster County are separate Civil Service agencies. Please make sure you are applying for the exam at the correct agency. If applying for both agencies, please see the 'Cross-filing' section further in this announcement.

STARTING SALARY: \$87,645.79

RESIDENCE REQUIREMENT/PREFERENCE IN APPOINTMENT: An applicant must at the time of examination and for at least one month prior thereto be a resident of the municipality in which appointment is to be made or any reasonable combination of municipalities both in and outside of New York State contiguous to the municipality in which appointment is to be made. Residence requirements may be suspended or reduced by the Commission in cases where recruitment difficulty makes such requirements disadvantageous to the public interest. Preference in certification to residents of a municipality pursuant to subdivision 4-a of Section 23 of Civil Service Law may be given 30 days prior to the date of certification of the eligible list.

MINIMUM QUALIFICATIONS:

Candidates must meet the following requirements on or before the date of application:

Graduation from high school or G.E.D. equivalent AND:

- A. Graduation from a NYS registered or regionally accredited college or university with a Bachelor's Degree in Accounting, Business Administration, Finance or closely related field and three (3) years of professional financial management experience including staff supervision, budget development and preparation of financial reports. OR
- B. Graduation from a NYS registered or regionally accredited college or university with as Associate's Degree in Accounting, Business Administration, Finance or closely related field and five (5) years of professional financial management experience including staff supervision, budget development and preparation of financial reports. OR
- C. Eight (8) years of professional financial management experience including staff supervision, budget development and preparation of financial reports. OR
- D. An equivalent combination of training and experience as defined in (A) and (B) above.

DUTIES: This is highly responsible professional and managerial work in planning, coordinating and directing the functions, staff and activities of the Business office in the Kingston Water Department. The employee in this class develops and

Date Issued: March 22, 2024

BUSINESS MANAGER #85975

implements the Water Utility's financial plans, administers its financial system, and prepares all the necessary internal, City and Public Service Commission required financial reports. The work entails the supervision of the financial planning, accounting, billing, customer service, metering and water services inspection functions. Work is characterized by a high degree of judgment, discretion and initiative. As a member of the utility's Management Team, this position participates in the formulation of Utility policy and the identification and resolution of issues pertaining to management. Work is performed under the general supervision of the Superintendent of the Water Department.

VACANCIES: List where the position(s) to be filled are- City of Kingston Water Department.

This Examination is being held to establish an Eligible List to fill future vacancies in this title, which may occur during the life of the Eligible List. An eligible may receive only one Permanent appointment from this Eligible List. If an eligible accepts a Contingent-Permanent appointment, their name will be removed from the Eligible List only for the department or agency in which they received the Contingent-Permanent appointment. Once appointed, there will be a probationary period of 8-52 weeks based on performance of duties.

NON-REFUNDABLE FILING FEE: Payment must accompany the application in the form of check or money order made payable to **City of Kingston Comptroller**. Include your name, examination number and title on the check/money order. Cash payments are NOT accepted. If your application is disapproved, the fees will NOT be returned to you. If you are approved and do not appear for the examination, you forfeit the fees as no refunds will be made.

FILING DEADLINE: All applications and filing fees must be received in the Kingston Civil Service Office no later than 4:00 pm on the filing date deadline. Postmarked mail will not be accepted if received after the filing deadline. Please do not mail applications unless you know they will be received by the deadline. The City is not responsible for applications received via mail after the filing deadline.

CHANGE OF ADDRESS: It is the candidate's responsibility to complete a "Change of Address Form" and turn it in to the Kingston Civil Service Office upon a change in their place of residence. *This office will not accept any other change of address information if it has not been provided on, or supplemented by, this form. A candidate's address will be subject to verification prior to any appointment.* Forms can be found on the Kingston website at www.kingston-ny.gov/Employment.

Scopes / Subjects of examination: : A test designed to evaluate knowledge, skills and /or abilities in the following areas.

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.

Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.

Fiscal management

These questions test for a general knowledge of the financial environment within which governments must operate. Questions may deal with, but are not necessarily limited to, such matters as capital and operating budgeting; general and governmental accounting; cost analysis; financial analysis; cash management; internal controls; general and governmental purchasing; storeskeeping and inventory control.

Understanding and interpreting tabular material

These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or

interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. **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**.

Evaluating conclusions in light of known facts

These questions will consist of a set of facts and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.

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.

Test guide:

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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

CALCULATOR STATEMENT: Use of calculators is **RECOMMENDED**. Candidates are permitted to use quiet, hand-held, solar, or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

PREPARATION/RATING OF EXAMINATIONS RULE: 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 Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

SPECIAL ACCOMODATIONS: Religious Accommodation – People with disabilities – Military Personnel – If special arrangements for testing are required, you must contact the Kingston Civil Service Office.

APPLYING FOR MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY (Cross-Filing): You must notify all agencies with which you have filed an application of the test site at which you wish to take your examination(s). If you have applied for both State and Local government examinations, you must notify the Kingston Civil Service Office no later than two weeks prior to the test date of your intent to take both a State and Local government examination. When taking both a State and a Local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.

For City of Kingston examinations, the Cross File form must be completed. This form is available in the Kingston Civil Service Office or online at www.kingston-ny.gov. If you do not submit your Cross File form two weeks prior to the test date, you may NOT be allowed to sit at the test site you have selected. If you appear at a test site but did not designate this location as your test site on your form, you may NOT be allowed to take your examination(s) at that location.

ALTERNATE TEST DATES: Alternate test dates may be arranged upon review of the circumstances according to the Alternate Test Date Policy established by this department, which is available on the City's website, . Upon specific circumstances an alternate test date may be arranged. If a medical emergency prevents you from appearing for the examination, please notify this office no later than 4:00 PM on the Monday following the test date (Tuesday if Monday is a holiday) providing verifiable documentation of the reason. A determination will be made if you will be scheduled for an alternate test date.

NOTIFICATION: If an application is disapproved, notice will be sent. *This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.* If the candidate does not receive either a disapproval letter or an admission notice mailed to the address listed on his/her application **3 days prior** to the exam date, call 845-334-3921 prior to the examination date.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of 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. You may get this form at the Civil Service Office, 420 Broadway Kingston New York 12401 or on the website at www.kingston-ny.gov.

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their 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 on the website at www.kingston-ny.gov/Employment or at the Civil Service office.

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 credit 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 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.

On November 5, 2013, New York State voters approved an amendment to Article 5, section 6, of the New York State Constitution regarding the award and use of additional credits for certain disabled veterans on open competitive and promotion civil service examinations for positions with New York State and local governments. Please contact the Kingston Civil Service Commission Office for details.

ADDITIONAL CREDITS FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: 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 had 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.

BACKGROUND INVESTIGATION: Applicant may be required to undergo a State and National criminal history background investigation, which may include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background checks may result in disqualification.

WARNING: Anyone found unlawfully possessing or disclosing questions or answers from civil service exams, or giving or taking test information from another candidate during the exam, or anyone found taking a civil service exam for someone else or enlisting another person to take an exam for another, will be subject to being disqualified from that exam and may be barred from taking any further exams with the Kingston Civil Service Commission and may be subject to other penalties as prescribed by law.

PUBLIC SERVICE LOAN FORGIVENESS PROGRAM (PSLFP): The PSLFP is intended to encourage individuals to enter and continue to work full-time in public service jobs. Under this program, you may qualify for forgiveness of the remaining balance on your (Direct Loan) loans after you have made 120 qualifying payments on those loans while employed full-time by certain public service employers. For more information about this program go to : <http://studentaid.gov>.

EQUAL OPPORTUNITY: Federal and State Law prohibits any discrimination in employment and promotion because of race, color, sex, national origin, marital status, religion, age, disability, arrest record or Vietnam era veteran status.