

City of Oneida Civil Service Commission  
109 N. Main Street Oneida, NY 13421

Announces a OPEN COMPETITIVE Exam for:

## **RECREATION COORDINATOR #64103**

Date of Exam: March 17, 2018

Last Date to File: February 28, 2018

(Must be received be close of business - NOT Postmarked)

Salary: \$46,715.00 per year

A \$15.00 fee is required for this exam. The fee must accompany the application and is non-refundable. Check or money order should be made out to: CITY CHAMBERLAIN.

### **MINIMUM QUALIFICATIONS:**

1. Graduation from an accredited college or university with a Bachelor's Degree in Recreation or allied field AND at least two (2) years of experience in the conduct of recreation activities; OR
2. Graduation of an accredited college or university with an Associate's Degree in Recreation or allied field AND at least three (3) years of experience in the conduct of recreational activities; OR
3. Any equivalent combination of training and experience as indicated in (1) and (2) above

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional position responsible for planning, organizing and supervising one or more segments of a community-wide recreation program, i.e., playground, aquatics, recreation center. This position supervises specific operating playground programs, and plans, promotes and publicizes the general recreation program in cooperation with the Director of Parks and Recreation. Supervision, either direct or indirect, may be exercised over subordinates: does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Oversees buildings and facilities that provide a variety of adult and children's activities including pool, bathhouses, clubhouses and other recreation facilities;
- Assists in planning for the athletic and/or playground program and for other activities as assigned;
- Prepares publicity and news releases for an assigned portion of the recreation program;
- Schedules and directs playground and athletic activities;

- Supervises staff members and volunteers in carrying out special activities, and explores and develops new techniques and approaches in youth activity;
- Plans and promotes special activities or events;
- Maintains records and makes statistical and operational control reports;
- Supervises and assists with the maintenance, construction and repair of facilities and equipment;
- Organizes and directs the program of the recreation center;
- Provides instruction in one or more specialized fields of activity.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES and PERSONAL**

**CHARACTERISTICS:** A thorough knowledge of recreation administrative theory and practices including planning, acquiring and equipping recreation facilities and areas; some knowledge of public administration; ability to promote, plan and organize recreation activities; ability to use sound professional judgment and work with a diverse community population; ability to speak before a group; ability to write clearly and concisely.

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

#### 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, averages and percents. **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. 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.

5. **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.

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)

## **USE OF CALCULATORS ARE RECOMMENDED FOR THIS EXAM**

**VETERAN CREDITS:** Veterans or Disabled Veterans who have served on active duty during the creditable periods of war (see application) will be eligible for veteran credits. Eligible veterans must submit with their application for veteran credits a certified copy of their DD-214 from the Armed Forces of the United States.

### **General Instructions and Information**

1. Falsification of any part of the application will result in disqualification.
2. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved.
3. Appointments from an eligible list must be made from the top three (3) candidates willing to accept appointment. The duration of the eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
4. It is the responsibility of the candidate to notify the City of Oneida Civil Service Commission of any change of name and/or address. No attempt will be made to locate candidates who have moved.
5. The passing grade for this exam is 70.

**Saturday Sabbath Observers** – Disabled Persons and Military Personnel called to Active Duty: If special arrangements for testing are required, indicate this on your application form.

The City of Oneida is an Equal Opportunity / Affirmative Action Employer  
Applications and additional information are available in the Civil Service Office, 109 N. Main Street, Oneida, NY 13421 by phone 315-363-1561 or at our website at [oneidacity.com](http://oneidacity.com)