

SENIOR COMMUNITY BUILDER (OC)

NYS #66-433 RC/EL #23051

Examination to be held **March 4, 2023**; Last filing date **February 16, 2023**

A \$15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

1. If applying online, completed applications must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date.

POSITION EXISTS IN: Rockland County Department of Community Development and Rockland County Department of Social Services. Some of the agencies/departments listed above may not have vacancies or be filling their vacancies at this time.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of Rockland County at the time of examination.

SALARY: The starting salary is \$37.05 per hour for a 35-hour workweek with the County of Rockland. Salary will be prorated for less than full-time positions. Salary may vary in other locations.

WHAT THE JOB IS LIKE: This is primarily specialized technical work involving responsibility for performing a variety of activities related to housing and public service programs (e.g. Section 8 Housing; Community Development Block Grants, HOME). This title is distinguished from that of Community Builder by the level of required knowledge, independent judgment used in completing assignments, and by the complexity of assignments. The work is performed under the supervision of a higher-level administrator, and in accordance with applicable government regulations (e.g. United States Department of Housing and Urban Development (HUD)). Work guidance (e.g., lead work) may be provided to others. Does related work as required.

MINIMUM QUALIFICATIONS: By examination date, you must have:

1. A Bachelor's degree or higher and one (1) year of non-clerical experience* that substantially involved work in the area of community development, economic development as it relates to (HUD)**, property management***, land use planning, affordable housing, urban renewal, or comparable experience, or
2. An Associate's degree and three (3) years of experience as indicated in (1) above.

NOTE: Additional years of the required experience may be substituted for the college degree on a year-for-year basis.

*Work experience in the area of community development, land use planning, affordable housing, urban renewal (Section 8, Supportive Housing programs, Housing Choice Vouchers), or related shall include paraprofessional, technical, professional work in these areas and shall not include strictly clerical assignments.

**Economic development as it relates to HUD may include activities such as community engagement, infrastructure development, disaster mitigation, water/energy efficiency, land use planning, regional accessibility, building design, and performance measurement.

***Property management is defined as work experience in the administration and/or operation of commercial, industrial, or residential real estate, performed on behalf of a landlord and/or tenant. Duties of a property manager, or an employee involved in property management, may include activities such as renting property, rent collection, responding to, and addressing maintenance issues, advertising vacancies for landlords, doing credit background checks on tenants, lease management, billing and fee collection, and some construction activities.

NOTE: If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel no later than two (2) months after the last filing date, April 16, 2023; student transcripts are not acceptable. Your college degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write the Rockland County Department of Personnel for a list of acceptable companies who provide this service. **This form is also available on the Rockland County website: www.rocklandgov.com.** You must pay the required evaluation fee.

NOTE: Any outstanding application documentation must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

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SENIOR COMMUNITY BUILDER (OC) #66-433 (CONTINUED)

SUBJECT OF WRITTEN EXAMINATION:

1. 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.
2. 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.
3. 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.
4. Interviewing – These questions test for knowledge of the principles and practices employed in obtaining information from individuals through structured conversations. These questions require you to apply the principles, practices, and techniques of effective interviewing to hypothetical interviewing situations. Included are questions that present a problem arising from an interviewing situation, and you must choose the most appropriate course of action to take.

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION

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 online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

Date Issued: 1/12/2023