



ASSISTANT DIRECTOR, YOUTH BUREAU (OC)
NYS #88-474 RC/EL #24169

Examination to be held **June 1, 2024**; Last filing date **May 8, 2024**

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/examination process. 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 Youth Bureau.

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

SALARY: The starting salary is \$88,079 annually for a 40-hour workweek with the Rockland County Youth Bureau. Salary will be pro-rated for less than full-time positions.

WHAT THE JOB IS LIKE: This is professional and administrative work involving responsibility for assisting the Executive Director, Youth Bureau, in developing, implementing and directing a variety of youth development programs and services. The work is performed under the general supervision of the Executive Director, Youth Bureau and supervision is exercised over technical and clerical employees. Does related work as assigned.

When completing the application, your description of experience must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

MINIMUM QUALIFICATIONS: By examination date, you must have: A Bachelor's degree or higher in Sociology, Psychology, Human Services, Social Work, Education, Counseling, Behavioral Health, Public Administration, Business Administration, or comparable curriculum, and two (2) years of work experience that substantially involved face-to-face public contact* with clients or youth and/or the oversight, development, or coordination of youth programs, of which one (1) year must have been supervising or managing staff.

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

*Public Contact shall be defined as contact with clients, customers or members of the public involving persuasion, negotiation, counseling, and similar activities. The nature of the contact is such that it requires judgement on the part of the individual in dealing with or responding to another person.

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 at rcexams@co.rockland.ny.us no later than two (2) months after the last filing date, July 8, 2024; student transcripts are not acceptable. Failure to comply with the deadlines set herein may result in the disapproval of your application and/or disqualification from a resulting list of eligible candidates. 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. Candidates are responsible for any required evaluation fees. General Information Concerning Evaluation of Foreign Education and Training, including a list of acceptable companies who provide this service, is available here: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>.

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.

SEE NEXT PAGE

ASSISTANT DIRECTOR, YOUTH BUREAU (OC) #88-474 (CONTINUED)

SUBJECT OF WRITTEN EXAMINATION:

1. Advising and Interacting with Others – These questions test for the ability to interact with other people in order to gather and present information and to provide assistance and advice in a courteous and professional manner.
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. Administering and Coordinating Youth Programs – These questions test for knowledge of youth-related programs and the principles, practices, and techniques used to administer and coordinate youth programs. Questions may cover such topics as planning, monitoring, evaluating, and managing youth education and recreation programs.
4. 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.

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

Date Issued: 04/11/2024