

**The Town of Colonie Personnel Officer Announces
Open-Competitive Civil Service Examination
For**



SENIOR YOUTH SERVICES SPECIALIST – Gr. 12

EXAMINATION NO: 67-425

EXAMINATION DATE: March 3, 2012

SALARY: Entry: \$49,603
Top: \$55,114

LAST FILING DATE: February 3, 2012

APPLICATION FEE: A non-refundable processing fee of \$50.00 (fifty dollars) is required for this examination and a check or money order made out to the Town of Colonie must accompany each application. Note examination number on check or money order (see explanation on page 3).

RESIDENCY: Candidates must be, at the time of examination and for at least four months immediately preceding the date of the written test, and continuously until date of certification for appointment, legal residents of the Town of Colonie.

VACANCIES: The eligible list resulting from this examination will be used to fill vacancies for the position of Senior Youth Services Specialist as they occur.

Note: A promotional examination for this title is also being offered.

DESCRIPTION OF POSITION: A Senior Youth Services Specialist performs a variety of tasks in programs operated by the Parks & Recreation Youth Services Division. A Senior Youth Services Specialist acts at a higher level of independence than a Youth Services Specialist. A Senior Youth Services Specialist directs seasonal and part time staff in assigned programs. Work is performed under the direction of the Youth Services/Special Programs Coordinator. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited registered college or university with an Associate's Degree in Human Services or a related field; and three (3) years of experience in youth work including one year in a position involving direction of subordinate staff.

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

- 1) **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;
- 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) **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;

See "General Instructions"

- 4) **Working with youth:** These questions test for knowledge and understanding needed to work with youth and their problems. Questions may cover such topics as: normal and abnormal adolescent behavior and development; youth perspectives and points of view; environmental factors and effects; establishing rapport with youth; problems of alcohol and drug use/abuse; teenage pregnancy; and delinquency.

Note: The use of calculators is allowed.

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

HOW TO APPLY: Applications and additional information may be obtained at the Civil Service Department, Colonie Memorial Town Hall, 534 Loudon Road, (mailing address: PO Box 508) Newtonville, NY 12128-0508 – Telephone (518) 783-2721 OR via the internet at www.colonie.org (Civil Service Dept.) where applications can be viewed and downloaded from the web site.

SPECIAL NOTE: This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of the examinations will apply to this test.

Michael M. Burick
Personnel Officer
Town of Colonie
January 5, 2012

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER