



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson
Personnel Officer

Examination Open to the Public

School Business Manager—Exam #65366

EXAM DATE: June 13, 2020

LAST DATE TO FILE: May 1, 2020 by 4:30pm SALARY: Determined by School District

EXAM FEE: \$15.00 examination fee must accompany application, payable by cash, money order, or check made payable to the Schuyler County Treasurer. Please write the name and number of the examination on the check. Details concerning waiver of application fee are found in the “General Instructions.”

VACANCY: A vacancy in this title will be filled provisionally. A permanent appointment will be made from the eligible list that results from this examination. The eligible list will also be used to fill any appropriate full-time and/or part-time vacancies as they occur in Schuyler County municipalities.

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of the written examination. **Preference in appointment may be given to a resident of the jurisdiction for which there is a vacancy.**

JOB DESCRIPTION: The work involves responsibility for administering the business management and accounting activities of a school district. The duties are performed under general direction of the Board of Education and the Superintendent of Schools, but considerable leeway is given to allow for independent judgment. Immediate supervision is exercised over staff in the Business Office. Management support is also provided to heads of operating departments as needed. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises maintenance of financial accounts and various records concerned with the business management of the school district;

Prepares financial and statistical reports for Board of Education, Superintendent of Schools, auditors and state authorities;

Supervises business office personnel;

Works with District Auditor, District Financial Advisor, bond counsel and other contracted advisors;

Works with Superintendent of Schools in the preparation and presentation of annual school budget;

Responsible for monitoring and inputting budget transfers;

Responsible for reporting budget and actual spending to NYS Education Department;

Responsible for preparing necessary bidding specifications, advertisements and bid documents,

Recommends bid award to Board of Education;

Responsible for the maintenance of a Fixed Asset Inventory for the District;
Acts in advisory role for the district's healthcare plan;
Acts as representative for Workers' Compensation Insurance Plan;
Processes all primary claims for workers' compensation and maintains accurate, permanent records;
Completes annual OSHA reports for NYS department of Labor;
Serves on district team for contract negotiations;
Acts as district's Records Access Officer;
Acts as district's Records Management Officer;
Invests district funds;
Reports monthly to the Board of Education;
Acts as advisor to upper management in all fiscal matters of the district.

MINIMUM QUALIFICATIONS:

- A. A Bachelor's Degree from a regionally accredited or NYS state registered college or university in accounting, business administration, school or public administration **AND** one year of satisfactory accounting experience; **OR**
- B. An Associate's Degree from a regionally accredited or NYS state registered college in a degree area described in (A) **AND** three years of experience as defined in (A); **OR**
- C. Five years of experience as defined in (A).

SUBJECT OF EXAMINATION: Use of calculators is **ALLOWED for this examination.**

Candidates must pass a written test in order to be considered for appointment. The written test will test for knowledge, skills and/or abilities in such areas as:

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.

School Fiscal Management

These questions test for a general knowledge of financial matters as they relate to school business offices. The questions may include, but not necessarily be limited to, such matters as capital and operating budgeting; general and governmental accounting; cost analysis; internal controls; cash management; investment and debt management; insurance and risk management; financial reporting; general and governmental purchasing; transportation; food services; and facilities management.

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.

Administrative supervision

These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

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 online at: www.cs.ny.gov/testing/localtestguides.cfm

Schuyler County Civil Service Office
105 Ninth St., Unit 21, Watkins Glen, NY 14891
(607) 535-8190

Issue Date: April 2, 2020

SCHUYLER COUNTY CIVIL SERVICE—GENERAL INSTRUCTIONS FOR EXAMINATIONS

Application: An original application must be filed for each separate examination. Applications must be received in the Civil Service office by 4:30 p.m. on the “Last Filing Date” to be considered for this examination. We do not make formal acknowledgement of the receipt of an application or take responsibility for non-delivery or postal delay. Submission of a resume does not relieve you of the responsibility for completing all sections of the application. Answer every question; incomplete applications will be disapproved. Be sure to read the detailed announcement to determine whether or not you meet the announced requirements. No fee refund will be made to applicants who are disqualified or fail to appear for the examination. Notify this office if your address changes after applying as no attempt will be made to locate candidates who have moved.

Education: A copy of your diploma should be submitted if you qualify by possession of a degree. Transcripts should be submitted whenever the qualifications require a specific college major or specified number of credits.

Application Fee: Application fee of \$15 (\$25 for Uniformed Protective Services exams) must be submitted with application. Pay by cash, money order or check made payable to Schuyler County Treasurer. Write exam name and number on check.

Application Fee Waiver: A waiver of examination fee will be allowed if you are unemployed and primarily responsible for the support of a household or if you are eligible for Medicaid, receiving Supplemental Security Income payments, 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 an “Application Fee Waiver Request and Certification” form and submit it with your application.

Application Review: Disqualified candidates will receive a letter and will have the opportunity to submit facts in opposition to disqualification. Approved candidates will receive an admission letter a week before the date of the exam telling when and where to appear for the examination. If you do not receive a letter within five days of the examination, call Civil Service at 607-535-8190. Falsification or material misstatements of any part of the application may result in disqualification from the exam or from permanent competitive appointment. Statements on the application may be verified after the examination is held. At that time those candidates not meeting the requirements will be disqualified.

Residency: Candidates must be legal residents of Schuyler County of one of the contiguous counties (Yates, Seneca, Steuben, Chemung, or Tompkins) for at least one month immediately preceding the examination date. For some examinations, residency may be waived. Under Section 23-4a of Civil Service Law, a municipality may request a certification of eligible candidates who have been residents of that municipality for at least one month prior to certification.

Multiple Examinations: Qualified candidates may take a combination of examinations being given on the same date. The time limit for any combination or series of examinations cannot exceed eight (8) hours.

Crossfiling - Multiple Examinations Scheduled For The Same Day: If you have applied for any other civil service examinations to be given on the same test date by New York State or any other local government jurisdiction, you must notify Schuyler County Civil Service of your intent to take both a State and local government examination. When taking both a State and 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 examination. (2) If you have applied for examination with another local civil service agency, submit a crossfiling form with each agency to make arrangements no later than two weeks before the date of the examinations; indicate the test site at which you wish to take your examination.

Calculators: Unless otherwise notified, candidates are permitted to use a quiet hand-held, solar or battery powered calculator. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. No headphones, books or other reference materials are allowed.

Eligible Lists: Unless otherwise noted, the final rank order of the eligible list established as a result of this exam will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate. The resulting eligible list for this examination will not be less than one year but no more than four years. Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Rating: This examination is announced and will be rated 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 exams will apply to this examination.

Veterans/Military: Veterans or disabled veterans who wish to claim additional credit must submit a copy of their DD-214 and supporting paperwork before the eligible list is established. The requirements set by NYS for these credits must be met. Military Service members on active duty on the exam date may request a military make-up examination.

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 has served. You must inform this office when you submit your application and must also submit documentation before the eligible list is established.

Alternate Test Date for Religious Observers: Most tests are held on Saturdays. If the test date conflicts with a religious observance or practice, check the box on the application. Arrangements will be made for an alternate test date, usually the following Monday.

Disabled Persons: If special accommodations for testing are required, please indicate in writing the disability and desired conditions necessary to accommodate your disability by the last filing date of the exam.

School District Positions: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district as involving direct contact with students, a clearance for employment from that state education department is required.

Background Investigation: Candidates may be required to pass a pre-employment drug test and/or undergo a State and national criminal history background investigation, including a fingerprint check, to determine suitability for appointment.

This examination may be rescheduled if there is a weather emergency. Listen to radio station WFLR for information.