



**HAMILTON COUNTY PERSONNEL DEPARTMENT**  
102 COUNTY VIEW DRIVE  
P.O. BOX 174, ROUTE 8, COURTHOUSE  
LAKE PLEASANT, NEW YORK 12108  
PHONE: (518) 548-6375 \* FAX: (518) 548-3108

**announces a Civil Service examination  
for the following:**

**No. 69678 Open Competitive**  
**\*\*\* PUBLIC WORKS ADMINISTRATIVE MANAGER \*\*\***  
**Hamilton County Public Works Department**

**LAST FILING DATE:**  
MARCH 25, 2022

**EXAMINATION DATE:**  
APRIL 30, 2022

**APPLICATIONS:** Examination applications must be obtained and filed with the Hamilton County Personnel Department. The Department recommends that you do not wait until the last day to file your application. When received in our office after 4:30 p.m., on the last filing date, the application will be rejected and returned to the applicant. The correct examination number and title must appear on the application form. EVERY question on the application should be answered and complete in all aspects. This Department does not acknowledge receipt of applications or take responsibility for non-delivery or postal delay. Failure to notify this office of a change of address may result in disqualification for examination or certification for appointment following examination. Any application you may have previously filed will not gain you admittance to this exam and will not be used to obtain additional information. You must file a separate Application for Examinations during the official period as set forth in this announcement.

**DISQUALIFICATION OF EXAMINATION APPLICATIONS:** When an application for an examination is disapproved by the Director of Personnel, the candidate will be given ten (10) calendar days to appeal this determination. Your appeal must clearly demonstrate that you meet or exceed the minimum qualifications as set forth on the examination announcement. Additional information must be pertinent, detailed and accurate. Your appeal must be in writing, addressed to the Personnel Office, P.O. Box 174, Lake Pleasant, NY 12108, and received in this department no later than 4:30 p.m. of the tenth calendar day. If the tenth calendar day falls on a Saturday or Sunday, the candidate will have until 5:00 p.m. that following Monday to submit their appeal.

**LOCATION OF POSITIONS/VACANCY:** The location of the position is within the Hamilton County Public Works Department.

**ELIGIBLE LIST:** The eligible list will remain in existence for a period of one (1) year, unless extended by the Personnel Officer to a maximum of four (4) years. When a list has existed for more than one year, it may terminate upon the establishment of a new list. This list will be used to fill all appropriate full-time or part-time competitive vacancy occurring in an agency under the jurisdiction of the Hamilton County Personnel Officer, anytime during the life of the eligible list.

**SPECIAL ARRANGEMENTS:** May be made if you require a religious accommodation, are a disabled person, or deprived of participation on the scheduled date due to active military service. Specific information must be requested when filing your application.

**APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and Local government examinations, you must make arrangements to take all your examinations at the State examination.

If you have applied for another local government examination with another local civil service agency, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than two (2) weeks before the date of the examinations. You must notify all local government civil service agencies with who you have filed an application of the test site at which you wish to take your examination. For this examination call (518) 548-6375 or write to the Hamilton County Personnel Office, P.O. Box 174, 102 County View Drive, Lake Pleasant, NY 12108.

**PLEASE POST CONSPICUOUSLY AT A HEIGHT REACHABLE BY PEOPLE IN WHEELCHAIRS AND WITH OTHER MOBILITY IMPAIRMENTS – REMOVE AFTER LAST FILING DATE**

**2022 Salary:** \$51,001 - \$85,114

**RESIDENCY:** Candidates must, at the time of examination and at least one (1) month prior thereto, be a legal resident of Hamilton County. Preferences in appointment from open-competitive lists may be given to candidates who have been residents of the locality in which appointment is to be made for one (1) month prior to the date of the written test.

**TYPICAL WORK ACTIVITIES (Illustrative but not exhaustive):**

- Responsible for the development of departmental administrative policies/procedures;
- Responsible for administrative and clerical staff development;
- Acts as administrative liaison between the DPW and various committees of the Board of Supervisors;
- Responsible for the processing of all DPW contracts from inception as a bid or request for proposal (RFP) to a fully executed contract;
- Plans, organizes, assigns, directs and reviews the work of the department's clerical and accounting personnel;
- Supervises the receipt, handling, maintenance and distribution of all departmental records, correspondence and reports, including, but not limited to: fiscal reports, purchasing records, payroll and personnel records, operation reports, daily mail, intra-County correspondence, phone calls and citizen complaints;
- Oversees and reviews the use of the department's administrative computer system;
- Assists the Superintendent in the handling of confidential, sensitive and discretionary matters, including legal and personnel issues;
- Assists the DPW Superintendent in implementation of policies related to budget, personnel, purchasing, invoicing, buildings projects and maintenance, fleet usage and other department related services;
- Acts as liaison between the department and other State and Municipal agencies related to shared service agreements, billable services, claims and other matters;
- Assists the Superintendent in applications for Federal, State and/or other agency grant opportunities and projects, follows through with additional requirements related to application, approval and implementation of the projects and maintains all related documentation and files for audit and retention purposes;
- Prepares and submits claims for New York State or other agency reimbursement projects and maintains all records and reports according to the requirements of the County and outside agencies;
- Oversees the County Fuel Depot facilities and ensures inventory, manages key authorizations, vehicle changes, customer accounts, pricing accuracy and all invoicing to customers (both County departments and outside agencies) on a monthly basis; troubleshoots the equipment when needed either remotely or onsite and manages the communication between the FuelMaster software and service vendors when additional repairs are required;
- Prepares and oversees surplus equipment and vehicle auctions as needed as well as interdepartmental transfers;
- Oversees the County telecommunications system and troubleshoots phone issues through technical support to the departments, onsite troubleshooting or working with the Buildings Department Manager to repair; liaison between the County and the phone vendor to create repair tickets, changes, and orders as needed for all County departments;
- Studies and implements administrative changes to improve the efficiency and quality of operations;
- Ensures the department's compliance with various County personnel and purchasing policies;
- Reconciles department expenditures and revenues and monitors budget lines; assists and makes recommendations in the preparation of annual budget proposals, appropriations and expenditures, and in fiscal planning;
- Ensures the compliance of safety and training requirements for department staff with guidance of the managers of the department divisions by organizing training and meetings as needed;
- Maintains familiarity with the field operations of the department through periodic visits to road and bridge projects;
- May act for and in place of the DPW Superintendent on administrative matters or in meetings in his/her absence at the superintendents request;
- Attends additional trainings as needed.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the last filing date:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree AND two years of full-time paid experience in a responsible Office Manager, Administrative Assistant or Senior level clerical position; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree AND four years of full-time paid experience as defined in A); OR
- C) Graduation from high school or possession of a high school equivalence diploma AND six years of full-time paid experience as defined in A); OR
- D) An equivalent combination of training and experience as indicated in A, B, or C above.

All experience required to meet the minimum qualification section is PAID.

Part-time experience will be pro-rated as follows:

16-23 hrs./wk....1/2 time    24-31 hrs./wk....3/4 time    32+ hrs./wk....full-time

If qualifying by A or B (education options), a copy or photocopy of your official academic transcript showing courses taken and degree conferred (if a degree is required) must accompany your application. If submitting a photocopy, this office must be able to verify it is an official transcript. Your transcript does not have to be submitted in a sealed envelope from the Registrar's Office. If your transcript, as previously described, does not accompany your application, your application will be disqualified and you will be given ten (10) days to submit documentation to substantiate your qualifications. If you fail to provide a copy or photocopy of your official transcript within the ten (10) day period, you will not be allowed to participate in the examination.

Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. 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 from a member company of the National Association of Credential Evaluation Services, Inc. (NACES). You can write to the Personnel Office for a list of NACES members who provide this service. You must pay the required evaluation fee.

**SUBJECTS OF EXAMINATION:** The written, multiple-choice test will be designed to evaluate knowledge, skills and/or abilities in the following areas:

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 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.

3. Administration:

These questions test for knowledge of the managerial functions involved in directing an organization or an organization segment. These questions cover such areas as: developing objectives and formulating policies; making decisions based on the context of the administrator's position and authority; forecasting and planning; organizing; developing personnel; coordinating and informing; guiding and leading; testing and evaluating; and budgeting.

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.

**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>.

**CALCULATOR POLICY:** Quiet, hand-held, solar or battery-powered calculators are recommended. Devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", or any similar devices are prohibited.

**AT THE EXAM THE USE OF CELLUAR PHONES, BEEPERS, ETC. ARE STRICTLY PROHIBITED.**

**VETERANS' CREDITS:** Veterans, Disabled Veterans, or candidates currently in the armed forces claiming the additional credit allowed veterans in competitive examination, must apply for such credit while filing their examination application or at any time between the date of the application but prior to the date of the establishment of the resulting eligible list. The time periods, for which veterans' credit is permitted, are defined on the examination application. To receive additional veterans' credit you must file a separate Veterans' Credit Application including acceptable supporting documentation for each examination. Veterans' Credit is added only to the score of the examination when the candidate's passing grade is 70 or higher.

**CHILDREN AND SIBLINGS OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY CREDIT:** In conformance with Sections 85-a and 85-b of the Civil Service Law, children and siblings of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointment in the same municipality in which his or her parent, sister or brother has served. If you are qualified to participate in this examination and are a child or sibling of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two (2) months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established. Children and Siblings of firefighters and police officers killed in the line of duty credit is added only to the score of the examination when the candidate's passing grade is 70 or higher.

**RATING AND REVIEW:** This written examination is being prepared by the New York State Department of Civil Service in accordance with Section 23.2 of the Civil Service Law and Section 7.1 of the State's Civil Service Rules and Regulations.

**NOTICE TO APPEAR:** Approved applicants will receive an Admission Notice for the written examination providing the location and time. Late arrivals will not be admitted into the exam room under any circumstance. Please contact this office if you have not received an Admission Notice for the written examination four (4) days prior to the date of the examination by calling (518) 548-6375.

**EMERGENCIES:**

If an emergency prevents you from appearing for the examination, please notify this office no later than 10:00 a.m. on the Monday following the test date, providing verifiable documentation of the reasons.

**Weather Emergencies:** In the case of adverse weather conditions, any delay or cancellation will be on the voice mail message of the Personnel Office at (518) 548-6375 between 6:30 and 8 AM on the date of the examination.

**HAMILTON COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, CREED, COLOR, NATIONAL ORIGIN, MARITAL STATUS, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES.**

ISSUED: 02/23/22