

GLEN COVE CIVIL SERVICE COMMISSION

EXAMINATION NOTICE

COMMISSIONERS

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THE GLEN COVE MUNICIPAL CIVIL SERVICE COMMISSION ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR

DIRECTOR OF INFORMATION TECHNOLOGY

EXAM NUMBER **66778**

EXAM DATE: Saturday, December 10, 2022.

LAST FILING DATE: Applications must be received by or postmarked by the close of business on Friday, November 4, 2022.

LOCATION OF EXAM: *To be announced.*

APPLICATION FEE: \$25 Check or Money Order made out to the City of Glen Cove. See the below Application Fee Details section for additional information.

LOCATION OF POSITION/VACANCY: The list established from this exam will be used to fill any current or anticipated vacancy in the City of Glen Cove. Please note that Civil Service Examinations may be held to establish eligible lists in titles for which there are no currently vacant positions.

SALARY: \$93,150 Annually

GENERAL RESIDENCY REQUIREMENTS: Waived for this examination.

NOTE: Preference may be given to candidates who are residents of the City of Glen Cove.

DUTIES: Develops the long term technology infrastructure plan for the City identifying areas for cost savings and process improvements through the use of standardized and scalable IT and telecommunication solutions across all City departments; Installs LAN/WAN equipment and systems including configuring workstations and installing switches, routers, modems and wiring, and loading server and personal computer software; Receives and addresses end user complaints by prioritizing, scheduling and tracking issues to resolution; Diagnoses and resolves systems, hardware and software problems; Establishes, coordinates and maintains schedules and priorities for the utilization of services, programming and training; Performs administrative duties such as submitting departmental payroll, departmental purchasing of hardware and software, managing service contracts and outsourcing services; Develops an annual technology budget for review and approval including capital budget requests; Researches new technologies to identify future technology needs; Plans and implements new technology projects and establishes and maintains documentation of associated costs; Coordinates the acquisition of computer hardware, software and supplies and establishes and maintains an inventory of same; Prepares a multi-year cost analysis for the purchase of technology equipment; Assists the administration in the preparation of competitive bid specifications by providing hardware, software and staff development requirements; Provides technical advice and assistance to end users in the identification and solution of technology problems, as well as instruction on new equipment, software or programs; Develops and maintains vendor partnerships; Coordinates with the issuance of technology-related City property and user access credentials to employees and secures the same upon termination; Coordinates the maintenance of the City websites, email accounts and other internet related services; Assists with and troubleshoots copying, printing, folding and automated mailing equipment; May supervise, train and provide assistance to assigned staff.

MINIMUM QUALIFICATIONS & SPECIAL REQUIREMENTS:

(A) A Bachelor's Degree including or supplemented by thirty (30) credit hours in management information systems, computer science, information technology or closely related field and two (2) years of experience in network administration, information systems management or computer programming; OR

(B) An Associate's Degree including or supplemented by eighteen (18) credit hours in coursework defined in (A) and four (4) years of experience as defined in (A); OR

(C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as defined in (A).

NOTE: Successful completion of a three (3) credit hour course beyond the requirements in (a) in management information systems, computer science, information technology, or a closely related field may be substituted for three (3) months of appropriate experience.

Note: Refer to the Commission's Policy on Accreditation of Degrees.

RIGHT TO REQUEST CONSIDERATION OF PROMOTIONAL EXAM: In accordance with Civil Service Law Section 51-3, any employee who believes that a promotion examination should be held for filling any vacancy in this title may submit to the Glen Cove Civil Service Commission a request, in writing, for a promotion examination, stating their reasons why it is practicable and in the public interest to fill the vacancy by promotion examination.

STUDY GUIDES: Study guides prepared by the NYS Department of Civil Service may be available for this exam. Check for details by visiting the Civil Service website: <https://www.cs.ny.gov/testing/testguides.cfm> .

SUBJECT OF EXAMINATION: There will be a written test that you must pass in order to be considered for appointment. The written test will be 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.

Principles and practices of LAN administration: These questions test for knowledge of procedures and terminology applicable to administering a local area network (LAN). They cover such subjects as installing, configuring and upgrading a network; establishing user accounts and assigning access rights; monitoring network performance and troubleshooting; dividing networks and linking to other networks; creating and documenting procedures for users; and establishing and maintaining network security. The questions are not specific to any particular LAN.

Project management: These questions are designed to test for techniques and concepts of project management. They may cover, but not necessarily be confined to, management of systems development, management by objectives, project scheduling and control techniques (e.g., PERT), characteristics of organizations and of the systems life cycle, and the development of data processing standards.

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.

Systems analysis and design: These questions test for techniques and concepts of computer systems analysis and design. They cover such subjects as feasibility and applications studies, systems development tools and software, the systems life cycle, types of systems (e.g., client/server, Web-based), controls, and systems documentation, testing, and implementation.

The use of a calculator is permitted. A calculator will be provided.

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 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 notify Glen Cove Civil Service of your intent to take both a State and a local government examination. When taking both a State and a 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 examinations. You must bring both the State and the local government admission card to the State test center.

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 weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

RELIGIOUS ACCOMMODATION/DISABLED CANDIDATES/MILITARY MEMBERS:

Applicants whose religious observances, religious practices or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements by checking the "Special Arrangement" box on the front of the applications. The New York State Department of Civil Service Commission will approve any reasonable request for accommodations by disabled candidates. Candidates who are called to military service after filing an application should send a request for an alternate test date to the City of Glen Cove Municipal Civil Service Commission as soon as possible before the test date.

MILITARY SERVICE MEMBERS:

If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. You must contact The City of Glen Cove Municipal Civil Service Commission for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the date of the test.

This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service Law and the City of Glen Cove Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

VETERAN'S CREDIT:

Veterans or disabled veterans who are eligible for additional credit must submit an application for Veteran's credit with their application for examination or at any time between the date of the application for examination and the date of the establishment of the resulting eligible list. Applications for Veteran's credits are available from this office. Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted Veteran's Credits in examinations. Any candidate who applies for such credit must provide proof of military status to receive additional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war as defined in Section 85 of the Civil Service Law and that the candidate either received an honorable discharge or was released under honorable conditions in order to be certified at a score including the Veteran's credit.

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. If you are qualified to participate in this examination and are a child 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 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.

BACKGROUND INVESTIGATION:

Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

ACCREDITATION OF DEGREES: Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If a degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates are responsible to pay any required evaluation fee.

SPECIAL REQUIREMENTS FOR APPOINTMENT IN SCHOOL DISTRICTS:

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 the State Education Department is required. Eligible candidates may be required to pay a fingerprint-processing fee associated with this special requirement.

APPLICATIONS / GENERAL INFORMATION / INSTRUCTIONS: Application forms may be obtained from the City of Glen Cove Website: GlenCoveNY.gov **OR:** From the office of: **THE GLEN COVE MUNICIPAL CIVIL SERVICE COMMISSION, CITY OF GLEN COVE, CITY HALL, 9 GLEN STREET, GLEN COVE, NY 11542.**

During: *Any weekday from the posting date through the last filing deadline (except holidays).*

Between the hours of: 9:00 a.m. to 5:00 p.m. Monday through Friday **OR:** by sending a stamped self-addressed envelope with the applicants name and address on it, requesting an application for the position. Applications received/postmarked after the filing deadline will not be accepted.

The applicant should make certain every question on the application is answered, and that the application is complete in all respects. All statements made by the candidates in their application are subject to verification. Candidates will be notified of the disposition of their applications. The Glen Cove Municipal Civil Service Commission does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay.

APPLICATION FEE: A nonrefundable application fee of **\$25.00** is required for each separately numbered examination for which you apply. The required fee(s) must accompany your application(s). Please make your personal check or money order payable to the "City of Glen Cove". Please write your name and examination number(s) on the check or money order. Cash will not be accepted. See the Application Fee Waiver section below for how the application fee may be waived. Applicants who do not submit the required fee or receive a waiver of application fee will be denied admission to the test. Applicants whose personal check is returned for whatever reason will be assessed an additional administrative charge of \$35.00. Applicants whose personal checks are returned are to pay the required fee and administrative charge before being admitted to the exam, or they will be denied admission to the exam. If an application is disapproved, your fee will not be refunded. You should carefully review the announced minimum qualifications and any residency requirements. Applications received after the above posted last filing date will not be accepted.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or 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 a “Request for Application Fee Waiver and Certification” form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. “Request for Application Fee Waiver and Certification” forms are available at the Civil Service Office or on-line at: GlenCoveNY.gov

ALTERNATE TEST DATES:

Alternate test dates may be arranged upon review of the circumstances according to the Alternate Test Date Policy established by this department. Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in the Civil Service Office no later than (10) ten business days preceding the examination date. If an emergency prevents you from appearing for the examination, please notify this office no later than 5:00 p.m. on the Monday following the test date providing verifiable documentation of the reason. A determination will be made if you will be allowed an alternate test date.

ADMISSION NOTICES: You will be notified of the time and place of the examination. If you have not received your notice to appear for the written test five (5) days before the date of the examination, call the Glen Cove Municipal Civil Service Commission at (516) 676-4814. Do not interpret a notice to appear for the examination to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the examination on the basis of statements made on their application. These statements may not be reviewed and/or verified until after the examination has been given. At that time, those candidates who are disqualified after taking the test will not receive a score.

CHANGE OF ADDRESS: It is the responsibility of the candidate to notify the Glen Cove Municipal Civil Service Commission of any change in name or address. No attempt will be made to locate any candidate who has moved.

**The City of Glen Cove is an
Equal Opportunity/Affirmative Action Employer**

(Issued 9/20/2022)

Applications are available on the Civil Service website GlenCoveNY.gov where you can...

[Apply now for this examination -- CLICK HERE -- to download application](#)

<https://glencoveny.gov/wp-content/uploads/2022/04/Application-for-Examination.pdf>