



City of Oneida Civil Service Commission
109 N. Main Street Oneida, NY 13421

Announces an Open Competitive Exam for
School Business Official Exam# 88732

Date of Exam: June 01, 2024

Last day to file: May 03, 2024

(Must be received by close of business NOT Postmarked)

APPLICATION FEE: A \$10.00 application fee is required and must accompany the application. Payment may be made in the form of cash, check or money order. Checks or money orders should be made payable to: CITY CHAMBERLAIN

VACANCIES: The eligible list established as a result from this examination will be used to fill any appropriate vacancies which may occur in this title in the Oneida City School District.

SALARY RANGE: \$140,000 Annually

MINIMUM QUALIFICATIONS:

Valid New York state Driver's License; **AND**

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business Administration, Accounting, or closely related field; **AND**

Three (3) years of business administrative experience which must include accounting and budgeting duties.

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional business management position located in the school district. The incumbent in this position is responsible for supervision and performance of assigned functions, usually including budgeting, purchasing, accounting, and reporting. The work is performed under the general direction of the Board of Education and District Superintendent. Immediate Supervision is exercised over clerical assistants and may be exercised over heads of operating departments. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES:

- Demonstrate leadership and provide oversight of all Financial & Business Operations as well as Food Services;
- Buildings & Grounds, and Transportation;
- Prepare and present a responsible, balanced annual budget under the direction of the Superintendent and Board of Education;
- Effectively plan and manage Building & Capitol projects;

- Maintain accurate records of the district's inventory, including developing and overseeing efficient processes for the receipt, distribution and disposal of supplies and equipment;
- Serve as the designated liaison with the Auditor, Treasurer, and other financial authorities;
- Supervise the accounting of school district funds in consultation with the auditor
- Direct the preparation of payrolls and the processing of accounts payables and receivables;
- Develop efficient and effective internal control processes
- Oversee the labor negotiations process and compliance with bargaining unit & employee contracts;
- Serve as the Purchasing Agent;
- Administer the application and management of grant funds;
- Oversee the preparation of financial and statistical reports, ensuring accuracy and meeting required deadlines;
- Coordinate and administer school district insurance programs;
- Evaluate the performance of personnel under their direct supervision;
- Carry out other duties as assigned by the District Superintendent.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Thorough knowledge of modern business administration procedures and equipment, of public personnel practices, and of budgetary procedures; good knowledge of accounting methods; ability to readily acquire familiarity with the laws, policies, regulations, practices, functions, and personnel of the school district, ingenuity and resourcefulness in handling administrative problems; ability to plan and supervise the work of others; tact and courtesy; good judgment; ability to present written and oral comments and opinions clearly and concisely; thoroughness and dependability.

SUBJECTS of EXAMINATION: Written test designed to evaluate knowledge, skills and/or abilities in the following areas:

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.

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.

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

USE OF CALCULATORS IS RECOMMENDED: The use of solar or battery operated calculators are recommended. Devices with typewriter keyboards such as computers, spell-checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are PROHIBITED. Candidates will not be permitted to use the calculator function on their cell phone.

MULTIPLE EXAMS SCHEDULED FOR THE SAME DATE: If you have applied for any other civil service examinations to be given on the same test date for employment with the New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all your examinations at the State examination center by calling 518-474-1802, no later than two weeks before the test date. **If you have applied for other local government examinations, 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 OBSERVERS, PERSONS WITH DISABILITIES AND MILITARY PERSONNEL CALLED TO ACTIVE DUTY: If special arrangements for testing are required, indicate this on your application form. Form may be downloaded online and/or picked up at City Hall in the Civil Service Office.

VETERAN CREDITS: Non-disabled and disabled war veterans who are eligible for additional credits added to an earned passing score must submit an application for veteran's credits in conjunction with each application filed. Candidates who wish to claim veteran's credits should request an application and information sheet from this office, or from the monitor at the examination site. Completed forms, including proof of war service (Form DD-214), must be received before the eligible list for the examination is established. An applicant currently in

the Armed Forces may request and receive additional credit but must meet all criteria for such credit prior to its use.

Veteran's credits can only be added to a passing score on the exam.

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

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 exam five (5) days before the exam date, call the Civil Service Office at 315-363-2022 or email jkaiser@oneidacityny.gov

ALTERNATE TEST DATES: Alternate Test Dates may be arranged upon review of the circumstances according to the Alternate Test date Policy established by the CS Commission. Call thirty (30) days prior to the exam concerning the terms of the policy. For a copy of the policy, call the Civil Service Office at 315-363-2022 or email jkaiser@oneidacityny.gov

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 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 in the exam announcement. This form may be obtained on line or from the Civil Service Office.

The City of Oneida is an Equal Opportunity / Affirmative Action Employer

It is the policy of the City of Oneida to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.

Applications and additional information are available in the Civil Service Office, City Hall (2nd Floor), 109 N. Main Street, Oneida, NY 13421 315-363-2022 or downloaded at our website www.oneidacityny.gov

Submitted by: **Jessica Kaiser,**
Executive Secretary to the Commission
Posted: 04/04/2024

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