CITY OF ITHACA
CIVIL SERVICE COMMISSION
Regular Meeting

Date: Wednesday, October 7, 2020
Time: 11:30 am
Location: Pursuant to NYS Executive Order 202.1, as extended by NYS Executive Orders 202.14, 202.28, 202.38, 202.48, 202.55 and 202.60 this meeting will be conducted via Zoom

Public Comment: Public comment regarding agenda items may be submitted to vsaul@cityofithaca.org until Tuesday, October 6, 2020 at 5:00 PM

AGENDA

Approval of Minutes

New Business

1. New Position Duties Statement: ICSD – Senior Account Clerk-Typist
2. New Position Duties Statement: ICSD – Administrative Assistant
3. Addition of Special Requirement – Assistant Fire Chief

Continuing Business

1. Approval of Rosters of Candidates for Examination
2. Addition of Names to Continuous Recruitment Eligible Lists
3. Approval of Personnel Transactions
CIVIL SERVICE COMMISSION
Regular Meeting
July 1, 2020

Commissioners Present: Commissioner Abrams
Commissioner Thompson

Excused: Commissioner Richardson

Staff Present: Valerie Saul (Deputy Director of Human Resources)

Pursuant to NYS Executive Order 202.1, as extended by NYS Executive Orders 202.14, 202.28 and 202.38, the meeting was conducted via Zoom. No public comment was submitted regarding any of the agenda items.

Commissioner Abrams called the meeting to order at 11:34 am.

APPOINTMENT OF ACTING CHAIR

Commissioner Thompson made a motion to appoint Commissioner Abrams as Acting Chair of the meeting. Seconded by Commissioner Abrams. Motion carried 2-0.

APPROVAL OF MINUTES

Commissioner Thompson made a motion to approve the minutes from the June 3, 2020 meeting. Seconded by Commissioner Abrams. Motion carried 2-0.

EXECUTIVE SESSION

Commissioner Abrams made a motion to go into executive session to discuss civil service examination matters. Seconded by Commissioner Thompson. Motion carried 2-0. During executive session, the Commission took the following actions:

CONTINUING BUSINESS

Approval of Roster of Candidates for Examination

Commissioner Abrams made a motion to approve the Roster of Candidates for Construction Engineer Examination #68-137. Seconded by Commissioner Thompson. Motion carried 2-0.

Establishment of Eligible Lists

Commissioner Thompson made a motion to establish the eligible lists specified below for the time period indicated. Seconded by Commissioner Abrams. Motion carried 2-0.

Recreation Program Coordinator #64-162 (2 years)
Recreation Program Leader #60-507 (2 years)
Extension of Eligible List

Commissioner Abrams made a motion to extend Firefighter Eligible List #61-148 until August 8, 2022. The 2020 Firefighter examination was postponed due the pandemic. It remains unclear when testing will resume. Seconded by Commissioner Thompson. Motion carried 2-0.

Approval of Personnel Transactions

Commissioner Thompson made a motion to approve the monthly personnel transactions. Seconded by Commissioner Abrams. Motion carried 2-0.

The next Civil Service Commission meeting will be held Wednesday, September 2, 2020 at 11:30 am. With no further business, the meeting was adjourned at 11:55 am.
City of Ithaca Civil Service Commission  
108 East Green Street - Ithaca, NY 14850 

New Position Duties Statement 
Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward one typed copy to this Commission.

1. Department:  
   Division:  
   Location of Position:  

2. Description of Duties:  (see attached)
   Job Title:  Senior Account Clerk Typist
   Job Duty:
   High level of responsibility to manage and maintain state/federal funding. See attached additional sheets.
   (Attach additional sheets if more space is needed)

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Type of Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Grover</td>
<td>Inclusion Officer</td>
<td></td>
</tr>
<tr>
<td>Lily Talcott</td>
<td>Deputy Superintendent</td>
<td></td>
</tr>
</tbody>
</table>

4. Names and Titles of Persons Supervised by Employee in this position

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Type of Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theresa Knobel</td>
<td>Senior Typist</td>
<td>Trains new staff</td>
</tr>
</tbody>
</table>

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharon Warren</td>
<td>Account Clerk</td>
<td>ICSD BOE Building</td>
</tr>
</tbody>
</table>

6. What minimum qualifications do you think should be required for this position?
   
   Education:  
   High School  
   College  
   College Years, with specialization in  
   College Years, with specialization in  

   Experience:  (list amount and type)
   
   see attached

   Essential knowledges, skills and abilities:
Professional Development - Maintain MyLearningPlan (FrontlinePD)

1. Going by the Personnel Report, I set up accounts for new employees and inactivate ones that have retired or resigned.
2. Add many of the events listed in MLP for employees to sign up for.
3. I enter ML Schedules and find a venue for many of the events being listed in MLP.
4. I put in the attendance for many of the events.
5. Train new secretaries on how to enter events and attendance after the event.
6. Check for errors in regional enrollments and correct them so the person can be approved to attend.
7. Help people who forgot their username/password or just have questions.
8. Print out portfolios for HR, when a teacher submits for a raise based on in-service credits.
9. Run reports when someone needs specific information. Sometimes I need to create the report with Report Writer to get the information needed.
10. I process any timesheets from employees for attending events outside their regular hours.
11. When employees are being paid partly through BOCES and partly through the district, I give the ones that have not been set up to be paid by BOCES, the payroll forms needed and collect them back and send them up to BOCES to be processed.

Title Grants

1. In May, I contact the private schools in our district and ask for their enrollment list, including whether students are at the poverty level.
2. I receive a report of the poverty levels in our schools, so we know which are Title schools.
3. I check my spreadsheet of employees we pay through Title funds, for any changes.
4. I update the salary amounts on the spreadsheet.
5. Once we know our allocations for the year, I start figuring what we need to give private schools, family engagement allotments, any supplies or contract services we will pay for through the grant and how we will pay each employee on the spreadsheet (All Title, part Title, only General Funds?), and still keep the Title schools comparable to the non-title schools.
6. I fill out the FS-10's and narratives, have them signed by the superintendent and send them to NYSED.
7. Before the end of September, I create the time certifications for all employees being paid through the grants and then send them to the employees each month, after the last payroll of the month, for them to sign and send back.
8. I keep track of any funds spent from the grants on a spreadsheet and make sure we do not go over our allotment.
9. I enter purchase orders and process them through to payment of invoices.
General

I enter purchase orders for professional development, Title, Data, Inclusion, AIS/RTI, ENL, Farm to Table (21st Century grant) and Project Innovation summer school. Once we receive supplies, I check them off and pay the invoices. I keep track of each on separate spreadsheets.

I code and fill in the hourly wage on the timesheets for summer school, keep track of the amounts being paid from the budget codes and send them to payroll for payment.

I check our professional development and office supplies at, both, the board building and Hancock St. and order any needed, or go buy them at local stores.

I answer many questions from employees about various things, helping them find the correct person to contact, if I'm not able to help.
Translators

1. I keep a list of translators up to date with the name, phone number, email address and the language(s) of each translator.
2. Teachers put in requests for translators on a Google form and then I find a translator for the language, day and time they need.
3. I process the time sheets for the translators, putting in purchase orders for any that are not employees of the school district.

Business Office

1. I print out the purchase orders for most of the district and send the orders to the companies, then send the rest of the copies to the person who entered it.
2. I enter checks and cash received into the cash log each day.

Data Entry

I help the Data Coordinator for the district by entering test scores or the reason the student did not take the test. I also enter other miscellaneous data for her during the year. When the ELA and Math test results come in, I print the letters and send them with the reports to the parents.

ENL

Each year, for the students who have been given the NYSITELL test, I add to their SchoolTools account the level they tested at, the program service and eligibility, funding, if needed, whether they qualify to take the NYSESLAT in lieu of the ELA test and their scores. I upload their NYSITELL test results to their ENL profile and put an alert on their account to show they are an ELL. I send the test results to their teachers. This is ongoing throughout the year, when we get new students with another language.

When we have the NYSESLAT scores from the previous spring, I send out letters to all the parents, with the results and level their child will be at for the year. I make any changes in SchoolTool and end the program for any that have tested out, but add the two year program for testing accommodations they may need.
7. Type of license or certificate required: 
Date: 11/11/19 Title: Inclusion Officer Signature: 

Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the City of Ithaca Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: 
Jurisdictional Classification: 

Date: Signature:

Return One Completed Copy to Civil Service Commission
Hi Val,

Here is the response from Sharon Warren's supervisor relating to the new title.

Tami L. Tabone
Administrative Assistant for Human Resources
Ithaca City School District
607-882-9542 Ph.

-------- Forwarded message --------
From: Mary Grover <mary.grover@icsd.k12.ny.us>
Date: Mon, Sep 28, 2020 at 10:23 AM
Subject: Re: Senior Account Clerk-Typist
To: Tami Tabone <ttabone@icsd.k12.ny.us>

Hi Tami,

Here are the responses:

1. This is a proposed upgrade.

2. Sharon spends about 75% of her day doing accounting work. We are proposing an upgrade to Senior Account Clerk Typist due to increased demands of reporting for title funds. In addition, we have transferred responsibility for long term grants (Farm to table and My Brother's Keeper) to Sharon.

Thank you!
Mary

On Fri, Sep 25, 2020 at 3:24 PM Tami Tabone <ttabone@icsd.k12.ny.us> wrote:

Hi Mary,

Here are some questions from Val Saul at Civil Service relating to the retitling of Sharon Warren's position. They need some clarity.

Tami L. Tabone
Administrative Assistant for Human Resources
Ithaca City School District
SENIOR ACCOUNT CLERK-TYPIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for independently performing and/or supervising the maintenance and review of financial accounts and records. Employees generally follow a prescribed routine in the performance of moderately difficult accounting duties and, in most cases, receive only infrequent general instructions. The duties of Senior Account Clerk-Typist are similar to those of a Senior Account Clerk except that a Senior Account Clerk-Typist spends a substantial amount of time operating an alphanumeric keyboard. This class differs from that of Account Clerk-Typist by the more complex nature of the duties and the more independent judgment required by the position. Direct supervision may be exercised over the work of one or more clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES:

Operates an alphanumeric keyboard in performing duties described below;
Oversees and classifies a variety of receipts and expenditures, and distributes items according to prescribed procedures;
Supervises employees by assigning and reviewing completed work, and instructing new employees in specialized account keeping activities;
Manages the posting of original entry media to journal and ledger accounts;
Supervises the verifying and reconciling of individual account balances;
Conducts correspondence on matters where policies and procedures are well defined;
Issues receipts for monies received;
Prepares bills, records remittances after compiling interest and penalties;
Compiles payroll data, prepares and checks payroll;
Compiles and prepares labor, material and operational cost records and reports;
Compiles data for, and prepares and analyzes complex financial and statistical records and reports;
Working from rough draft or from data which is personally developed, types accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions and other material;
Provides information in response to telephone or personal requests;
Operates computing, calculating, check writing and other office machines;
Assists in the preparation of unit of departmental budget and in maintaining budget control;
Operates an alphanumeric keyboard to transcribe data directly into the computer.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good knowledge of modern methods of keeping and reviewing financial accounts and records; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; skill in keyboarding at a predetermined rate of speed; ability to understand and carry out oral and written directions; ability to plan and supervise the work of others; ability to make arithmetic computations rapidly and accurately; ability to write legibly; ability to successfully work with and serve a diverse local community; good judgment; accuracy; physical condition commensurate with the demands of the position.
MINIMUM QUALIFICATIONS:

A. Graduation from high school or possession of a high school equivalency diploma, including or supplemented by a course in Bookkeeping and one year of experience in maintaining financial accounts and records; or

B. Three years of experience in a clerical position involving the maintenance of financial accounts and records; or

C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.
City of Ithaca Civil Service Commission  
108 East Green Street - Ithaca, NY 14850  
New Position Duties Statement

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward one typed copy to this Commission.

1. Department | Division | Location of Position
Facilities and Operations | 602 Hancock St.

2. Description of Duties:
   Job Title: Administrative Assistant
   
   Percent of Work Time | Job Duty:  
   (see attached A)

   (Attach additional sheets if more space is needed)

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Type of Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul Alexander</td>
<td>Director, Facilities and Operations</td>
<td>Direct</td>
</tr>
</tbody>
</table>

4. Names and Titles of Persons Supervised by Employee in this position

<table>
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<tr>
<th>Name</th>
<th>Title</th>
<th>Type of Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ellen Phillips</td>
<td>Senior Typist</td>
<td></td>
</tr>
</tbody>
</table>

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

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<th>Location of Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katie Everhart</td>
<td>Administrative Assistant</td>
<td>High School - Athletics</td>
</tr>
</tbody>
</table>

6. What minimum qualifications do you think should be required for this position? (see attached B)

   Education:  
   High School  
   College  
   College  
   Years  
   Years, with specialization in  
   Years, with specialization in  

   Experience: (list amount and type)

   Essential knowledges, skills and abilities:
Administrative Assistant

Clerical Support: 45%

- Document all General Public complaints via email or telephone. Update my Supervisor for preferred next steps. Also, follow-up that the General Public has been contacted.

- Maintain water records for annual State Ed Department reporting.

- Maintain attendance spreadsheet for Grounds and Building Maintenance Mechanics

- Maintain spreadsheet of current driving licenses for Grounds & Building Maintenance Mechanics

- Review timesheet records for Supervisor's signature all Grounds & Building Maintenance Mechanics as well as all miscellaneous documentation for out of office (medical/jury, etc)

- Schedule and coordinate Annual Fire Inspections. Communicate with the school's date and time of Inspections.

- Contact local newspaper for Affidavit of completed fire inspections

- Schedule and coordinate Annual Right to Know (RTK) meetings for Grounds, Building Maintenance Mechanics and Custodial Staff

- Liaison with the City of Ithaca rate increases for water, sewer and stormwater fees.

- Maintain all Tompkins County Department of Health water testing records.

- Coordinate the road salt allowance with the Tompkins County Highway Department.

- Maintain usage of the Business Office credit card requests.

- On going training of Work Order system, SMART phone usage.

- Maintain a notice board with. Update job postings, Superintendent communications.

- Distribute the Certificate of Occupancy documents to all School Buildings.

- Compile information for FOIL requests.

- Draft office communication for Director's review.
Clerical Support continued

- General office duties: answer phones; read and respond to email; accept deliveries; maintain office supplies.
- Direct people to the best possible resource.
- Participate in toner recycling program.
- Prepare meeting rooms for events including coordinating IT equipment.
- Take minutes when requested.

Financial Management: 35%

- Proficiency in Wincap Reporting - ICSD Financial Management Program.
- Ongoing training of Wincap web attendance,
- Encumber and maintain OPEN PO's for Facilities Department - including paying invoices and reconciling balances.
- Provide historical data of Wincap Reports for budget preparation.
- Forecast budget for Utilities: Electric/Gas/Water-Sewer/Stormwater.
- Maintain a spreadsheet of all utilities, including sidewalk and school taxes.

Master Library Work Order System: 20%

- Schedule and coordinate training for Master Library work order System - i.e. Medical Staff Training.
- Update and maintain Master Library Users and Role Permissions.
- Create work order Dashboard Reports for Supervisor when requested.
6. What minimum qualifications do you think should be required for this position?

**Education:**
- High School four years

**Experience:**
- Four years of clerical, administrative or office management experience
- Maintaining electronic records in a database or spreadsheet application

**Essential Knowledges, skills and abilities:**
- Proficient with Google applications: Gmail, Docs, Sheets, Slides. Microsoft Word Doc, Excel spreadsheets
- Ability of keeping financial accounts and records; prepare budgets; communicate effectively both orally and in writing; to follow complex oral and written instructions.
| Date: 9/26/20 | Title: Director of Facilities | Signature: [Signature] |

**Certificate of Civil Service Commission**

8. In accordance with the provisions of Civil Service Law Section 22, the City of Ithaca Civil Service Commission certifies that the appropriate civil service title for the position described is:

| Title: | Jurisdictional Classification: |

Return One Completed Copy to Civil Service Commission
ADMINISTRATIVE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a wide variety of administrative activities and tasks in support of an office or agency program. Specific tasks vary depending on the functional area and program objectives of the agency to which the employee is assigned, but the Administrative Assistant position is characterized by substantial contact with agency clients and/or the general public to explain program services, requirements, etc., by managing complex records systems and by assisting administrators and professional staff in the performance of the more routine, less difficult and highly structured tasks required of these administrative positions. The work is performed under the general supervision of a higher level administrator according to clearly defined guidelines and instructions. Supervision may be exercised over the work of clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES

Provides information regarding program services and requirements either by phone or in person, schedules appointments, or assists individuals in applying for services by explaining procedures and program processes;
Compiles, sorts, analyzes and extracts statistical, programmatic and financial data for use in agency reports, program evaluations, budget preparations and related administrative activities;
Reviews a variety of complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies including payroll, budget tracking, accounts payable and receivable;
Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances;
Maintains and processes complex records including computerized records requiring advanced knowledge of agency services and procedures;
Prepares and maintains office and programmatic records, staffing records, leave time records, schedules, statistics and reports using database or spreadsheet software;
Prepares a variety of publications including departmental program listings, applications and other forms, posters, fliers, brochures, website updates and media releases publicizing departmental programs;
Coordinates and/or participates in the distribution of a variety of departmental publications to the general public, schools, community agencies, media, etc.;
Schedules and arranges conferences, meetings, special events, etc.;
Acts as liaison for program or agency activities with administrators and participants;
Assists professional staff in analyzing and evaluating methods, procedures, goals and objectives, forms applications, etc.;
Receives, sorts and distributes agency mail and notifies staff of meetings;
Assists administrator with agency budget preparation by gathering data and compiling figures;
Assists with agency training activities by collecting data, assembling and distributing materials and supplies;
Secures training facilities for agency staff and/or participants;
Prepares a variety of reports related to the work;
Independently composes correspondence in response to routine inquiries and issues;
Orders and inventories supplies, materials, etc;
May assist in setting up and taking down exhibits, displays and similar materials;
May take meeting minutes for the permanent record;
May supervise assigned clerical staff.
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Good knowledge of office terminology, procedures and methods; good knowledge of standard office software applications, including database, spreadsheet, word processing and desktop publishing applications; good knowledge of the policies, procedures, rules and regulations governing the operation of the agency to which assigned; good knowledge of the agency's programs, objectives and goals; working knowledge of methods and procedures of keeping financial accounts and records; working knowledge of public information and public relations techniques; working knowledge of business arithmetic; ability to prepare budgets, operating reports and a variety of other reports relative to program activities; ability to compile data and background information; ability to participate in assigned projects and layout work for others; ability to manage the storage of records and reports; ability to communicate effectively both orally and in writing; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases; ability to review and evaluate program procedures, methods, forms, etc.; ability to follow complex oral and written instructions; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate’s degree and two (2) years of clerical, administrative or office management experience which shall have involved maintaining electronic records in a database or spreadsheet application and preparing reports; or

(b) Graduation from high school or possession of a high school equivalency diploma and four (4) years of clerical, administrative or office management experience which shall have involved maintaining electronic records in a database or spreadsheet application and preparing reports; or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b).
ASSISTANT FIRE CHIEF

DISTINGUISHING FEATURES OF THE CLASS: This is a second-line supervisory position responsible for coordinating and directing the overall activities of an assigned shift of the Ithaca Fire Department. The Assistant Fire Chief supervises and directs the activities and actions of subordinate staff at emergency incidents, including fire suppression, emergency medical response, hazardous materials incident response, technical rescue incident response and emergency management operations. The Assistant Fire Chief also supervises and directs the daily activities of shift personnel when they are not engaged in emergency response activities. Assistant Fire Chiefs may also be assigned to supervise one or more specialized functions of the Ithaca Fire Department, such as training or fire prevention. The work is performed under the general direction of the Fire Chief in accordance with established policies and practices, and requires the exercise of good judgment in emergencies. A high degree of responsibility for the protection of lives and property is involved. In the absence of the Fire Chief and Deputy Fire Chief, an Assistant Fire Chief may act for and in place of the Fire Chief. Supervision is exercised over supervisory and direct service firefighting and emergency medical personnel and volunteer firefighting personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Responds to emergencies and assumes command at the scene as required;
Supervises and directs emergency response activities at emergency incidents;
Determines and directs the proper deployment of personnel and equipment at emergency incidents and arranges for additional personnel and equipment if necessary;
Institutes or participates in the Incident Command System at all incidents;
Supervises and directs daily activities of shift personnel;
Assigns, schedules and deploys staff on a daily basis to ensure appropriate staff coverage at all fire stations;
Coordinates, schedules and implements training activities for shift personnel;
Instructs subordinates in firefighting, fire prevention, emergency medical, hazardous material incident, technical rescue incident and emergency management methods, techniques, practices and policies, and the use of related equipment;
Enforces departmental rules, regulations and general orders;
Evaluates performance of shift personnel; counsels subordinates as needed;
Assures best firefighter safety and health practices;
Supervises and directs the maintenance and repair of equipment, tools, buildings and property;
Prepares a variety of reports relating to shift activities;
May be assigned responsibility for supervising, coordinating and implementing department-wide training activities;
May be assigned responsibility for supervising and directing the fire prevention bureau;
May be assigned responsibility for supervising and directing other specialized units or activities of the Ithaca Fire Department;
May act for and in place of the Deputy Fire Chief or Fire Chief as assigned.
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:
Thorough knowledge of modern firefighting, fire prevention, emergency medical service, hazardous materials incident response, technical rescue incident response and emergency management principles, practices, methods and equipment; thorough knowledge of the geography, building conditions and major fire hazards of the City; thorough knowledge of safety precautions used in firefighting, emergency medical service, hazardous materials incident response and technical rescue incident response; good knowledge of state and local building codes and fire prevention laws and ordinances; good knowledge of the rules and regulations of the Department; good knowledge of the use and maintenance of firefighting, rescue and emergency medical equipment; ability to recognize fire hazards; ability to plan, direct and supervise the work of others; ability to lead and command effectively in emergency situations; ability to establish and maintain effective working relationships; ability to communicate effectively with others, both orally and in writing; ability to successfully work with and serve a diverse local community; resourcefulness and good judgment in emergencies; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:
Eight (8) years of paid, professional firefighting experience in a municipal fire department, at least two (2) years of which must have been in a supervisory capacity.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.

2. To be eligible for appointment, candidates must possess certification as a New York State Emergency Medical Technician (EMT). To retain the position, the appointee must maintain his or her New York State EMT Certification. If the appointee does not possess an EMT Certification at the time of appointment, he or she must obtain the EMT Certification within two years of appointment as an Assistant Fire Chief. Failure to obtain and maintain an EMT Certification will result in either demotion in rank or dismissal as appropriate.

3. To be eligible for appointment, candidates must have successfully completed a training program in fire supervision, conducted at the New York City Fire Academy, as specified in Section 209-x of New York State General Municipal Law.