CITY OF NORWICH ANNOUNCES
OPEN-COMPETITIVE EXAMINATION
FIRE CHIEF

EXAMINATION DATE: January 7, 2017 **EXAM NUMBER: 66565**

APPLICATIONS MUST BE POSTMARKED NO LATER THAN Noon on DECEMBER 2, 2016.

SALARY: TBD

VACANCY: There are no vacancies at the present time.

DUTIES: Provide leadership and direction for the day to day operations of a small Fire Department. Work is performed under general direction of the Mayor in conjunction with policies established by the Common Council. Does related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test:

a) Graduation from high school or possession of a high school equivalency diploma.
b) Seven (7) years of experience in fire or emergency medical service work, two of which must have been in a supervisory capacity.
c) Completion of the Fire Basic training Academy or equivalent.

Graduation from a college or university with a bachelor's degree in fire science, public administration or a closely related field may be substituted for three years of experience.

Documented volunteer service shall be counted on a two to one ratio. (For every one year of required service, candidate must document two years of volunteer service.)

Successful completion of an approved First Line Supervisor Training for Fire Services may be substituted for one month of the required two years of supervisory experience.

RESIDENCY: Candidates must be legal residents of the State of New York for at least one month immediately preceding the date of the written test. Preference in certification for appointment may be given to successful candidates who have been residents of the municipality in which appointment is to be made for at least one month immediately preceding the date of the written examination.

CITIZENSHIP: United States Citizenship is required at time of appointment. It is not necessary for admission to the examination.

BACKGROUND INVESTIGATION: Candidates will be subject to an extensive background check which includes a fingerprint check. Prior conduct and behavior as well as general reputation will be reviewed to determine fitness of character. Military service, education and prior work experience are all subject to investigation and verification. Sealed records (except Youthful Offender) will be reviewed. Interviews with neighbors, businesses, friends and relatives may also be conducted . Failure to provide requested information within ten days will result in removal from the eligibility list.

DRIVER'S LICENSE: Candidates must posses and maintain a valid New York State Driver's License at the time of examination, and maintain same if employed.

Subjects of examination: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. 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.

2. Educating and interacting with the public

These questions test for knowledge of techniques used to interact effectively with individual citizens and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.

3. Fire administration job simulation exercise

This job simulation exercise tests for the ability to develop and maintain fire department programs and activities. The questions will be based on a simulated set of administrative issues that a Chief Officer may be asked to analyze and respond to in a working day. The questions cover such areas as organizational relationships, planning, staffing, managing resources, budgeting, public relations, rules and regulations, and political and social concerns impacting the fire service.

4. Fire emergency job simulation exercise

This job simulation exercise tests for the ability to manage an emergency incident. The emphasis is on command-level actions and decisions in handling the incident from start to finish. The questions will cover such areas as principles and tactics of firefighting, accountability at a fire scene, hazardous materials, cause investigation, emergency medical care, community relations, and the incident command system, including interacting with other agencies and the media.

5. 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.

A Guide for the Written Test for Fire Chief/Assistant Fire Chief is available at the New York State website:www.cs.ny.gov/testing/localtestguides.cfm . Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

NOTE: USE OF CALCULATORS IS PROHIBITEDFOR THIS EXAMINATION.

NOTE: Any member of the Armed Forces of the United States of America who, having duly filed an application to compete in a scheduled competitive examination for Civil Service employment by the State of New York or any of its subdivision and who, due to active military duty is deprived of the opportunity to compete in such examination, shall be provided with an opportunity to compete, under terms and conditions deemed appropriate by the State Department of Civil Service or Municipal Commission by way of a special military make-up examination

EXAMINATION FEE: A fee of $20.00 for City of Norwich residents and $25.00 for non-residents is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the City of Norwich. DO NOT SEND CASH. Write the examination number(s) and your Social Security number on the check or money order. Applicants whose application forms are not accompanied by the appropriate fee or whose personal check is returned for insufficient funds will not be considered as candidates. Checks returned for insufficient funds will subject you to penalties as provided by law.

As no refunds will be made if your application is disapproved, be sure to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. Examination fees are payable at the Finance Office in City Hall.

GENERAL INFORMATION:

1. Application forms are available from the Department of Human Resources, City Hall, One City Plaza, Norwich, NY, 13815.

2. Saturday Sabbath observers; disabled individuals; active military members: If special arrangements for testing are required, indicate this on your application form, or inform the Department of Human Resources in writing.

3. If you are cross filing for an examination, please indicate this on the application. Give the examination number, title of the examination and the jurisdiction giving the examination.

4. Candidates wishing to take more than one examination must complete the Application for Employment or Examination form for each request.

5. Applicants must answer every question on the application form and make sure the application is complete in all respects. Incomplete applications will be disapproved.

6. Falsification of any part of the Application for Examination or Employment will result in disqualification.

7. Accepted candidates for examination will be notified of when and where to appear for the examination. Candidates will not be admitted to the examination unless they have an admission notice. Disqualified candidates will be sent a notice. The Civil Service Commission does not

make formal acknowledgments of the receipt of an application or take responsibility for non-delivery of mail or postal delays.

8. Veterans or disabled veterans desiring to claim additional credit may make application for such additional credit on their application for examination or at any time between the date of the application and the date of the establishment of the resulting eligible list. Veteran credit is added only to the score of the examination when the passing score of 70.0 or higher is attained by the candidate. The time periods for which veteran credit is permitted are listed on the application. Please circle the appropriate dates of service.

9. The duration of an eligible list may be fixed for a minimum period of one and not more than four years.

10. Appointment from an eligible list must be made from the top three candidates willing to accept appointment.

11. If you move, it is your responsibility to notify the Department of Human Resources of your new address. The Commission makes no attempt to find candidates who have moved. Failure to notify the Commission of a move could result in your being passed over for appointment.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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