

JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES  
County Office Building - 175 Arsenal Street  
Watertown, NY 13601  
www.co.jefferson.ny.us

Valerie M. Nugent  
Director of Human Resources

**\*A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION  
PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME.**

OPEN COMPETITIVE EXAMINATION  
FOR  
**NO. 62-046 AIRPORT & FISCAL OPERATIONS MANAGER**

VACANCIES: At present, one vacancy exists with the Jefferson County Airport

SALARY: \$46,880 - \$52,155

**CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF JEFFERSON COUNTY FOR AT  
LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.**

**LAST FILING DATE: September 29, 2017**

**EXAMINATION DATE: November 18, 2017**

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

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

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in accounting, business or public administration, finance, or economics (including or supplemented by 6 semester credit hours in accounting) **and** 3 (three) years of administrative experience maintaining agency books and preparation of budget and financial reports for a business or government agency; OR
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in accounting, business or public administration, finance, or economics (including or supplemented by 6 semester credit hours in accounting) **and** five (5) years of experience as defined in (A) above.

**ALL CANDIDATES MUST SUBMIT A COPY OF THEIR COLLEGE TRANSCRIPT AT TIME OF APPLICATION.**

**EXAMPLES OF WORK:** (illustrative only)

Assists with management of the airport to comply with federal, state, and local laws, rules, and regulations;  
Supervises the financial accounting systems including the chart of accounts, ledger entries, audit of claims, purchasing, and accounts payable and receivable;  
Assists with the preparation of the annual departmental budget;  
Supervises and provides budget information for the agency by compiling program budget data and submits budget analysis and budget modifications with summary for approval;  
Maintains accounting controls, time and material controls, and internal audit systems;  
Assists with management of the payroll and time and attendance system;  
Analyzes implements and evaluates new systems relative to procedures for the department's administrative operations;  
Issues notices to air personnel when appropriate;  
Maintains regular contact with airport tenants, aeronautical users, FAA, and other county departments involved with the airport;  
Initiates corrective action when conflicts with users develop;  
Answers office telephones and radios and furnishes information regarding airport operations and services;  
Provides information or assistance to the general public regarding airport activities.

**SCOPE OF EXAMINATION:** Written test will cover knowledge, skills, and/or abilities in such areas as:

1. Administrative techniques and practices

These questions test for a knowledge of management techniques and practices used in directing or assisting in directing a program component or an organizational segment. Questions cover such areas as interpreting policies, making decisions based on the context of the position in the organization, coordinating programs or projects, communicating with employees or the public, planning employee training, and researching and evaluating areas of concern.

2. Airport operation, including government rules and regulations

These questions test for knowledge of the principles and practices involved in operating an airport and may include such areas as proper runway marking and lighting; aircraft handling and runway traffic control; airport control tower communications and procedures; and federal regulations governing airport operations.

3. Maintenance and repair of airport facilities

These questions test for knowledge of the principles and practices involved in maintaining and repairing airport facilities; and may include such areas as runway, hangar, building, and grounds inspection, upkeep and repair; safety and security procedures related to maintaining airport facilities; and prioritizing maintenance and repair projects.

4. 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.

## 5. Public contact principles and practices

These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice, and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.

## 6. 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 "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

**JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.**

NOTE: Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. You may not bring books, reference materials, devices, or calculators which provide assistance beyond simple numerical computation.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** With the exception of written tests announced by New York City, if you have applied to take a written test announced by New York State or any local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must indicate all pertinent examination (exam number, title, and location/jurisdiction) information on a separate piece of paper and submit it with your application.

**CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE EXAMINATION.**

\*A **NON-REFUNDABLE** fee of \$15 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 **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH.** File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) 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. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form**. This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

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