

**MUNICIPAL CIVIL SERVICE COMMISSION  
ANNOUNCES AN  
OPEN COMPETITIVE EXAMINATION  
FOR  
PUBLIC HOUSING PROGRAM COORDINATOR**

**EXAMINATION # 69450**

**EXAMINATION DATE: May 13, 2017**

**LAST FILING DATE: April 10, 2017**

**SALARY: \$ 40,000.00**

**VACANCY: The resulting Eligibility List will be certified to fill the full time position that presently exists within the Watervliet Housing Authority.**

**FEE: Make check or money order in the amount of \$25.00 payable to the Watervliet Municipal Civil Service Commission. As no refund will be given, you are urged to compare your qualifications with the requirements for appointment. A fee waiver can be made for persons receiving public assistance from a State or Local Social Service Agency. Claims are subject to verification and if not supported by documentation candidates are subject to being barred from appointment.**

**RESIDENCY REQUIREMENTS: Candidates must be legal residents of Albany County for one year prior to the date of the examination and date of appointment.**

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

- 1. Graduation from a regionally accredited college or university of one accredited by the New York Board of Regents to grant degrees with a Bachelor's Degree in management, police science, accounting, computer science or business administration and three (3) years of experience working within a public housing program with duties closely associated with the responsibilities required herein; or**
- 2. 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 in management, police science, accounting, computer science or business administration and five (5) years of experience working within a public housing program with duties closely associated with the responsibilities required herein; or**
- 3. Graduation from high school or possession of a high school equivalency diploma and ten (10) years of experience working with in a public housing program with duties closely associated with the responsibilities required herein.**

**SPECIAL REQUIREMENTS:**

1. Must possess at the time of appointment a valid New York State driver's license.
2. Must possess or be eligible for a HUD Low Income Housing Tax Credit Compliance Certification
3. Must possess or be eligible for a HCV Housing Quality Standards Specialist Certification from an accredited compliance/training organization.

**SUBJECT OF EXAMINATION:** A written test designed to evaluate knowledge, skills and/or abilities in the following areas:

1. Principles of real estate & housing management, including tenant relations, building & grounds maintenance and budget review & analysis.
  2. Preparing written material
  3. Supervision
  4. Understanding and interpreting numerical data related to community development and housing management
  5. Understanding, interpreting and applying housing and community development laws, rules and regulations.
- SEE EXPANDED SCOPE ATTACHED TO THIS ANNOUNCEMENT
  - USE OF A CALCULATOR IS ALLOWED FOR THIS EXAMINATION

**APPLICATIONS:** You may obtain further information and application forms from the Watervliet City Clerk's Office, City Hall, Watervliet, N Y 12189 or on the City web-site at [watervliet.com](http://watervliet.com) Civil Service Department or call (5180 270-3800 ext. 114.)

**SATURDAY SABBATH OBSERVER'S/DISABLED PERSONS/MILITARY MEMBERS:** If special arrangements are required, please indicate this on your application form.

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 in advance of the examination. You must notify all local government civil service agencies with which you have filed an application of the test site at which you wish to take your examination. Please call the Watervliet Civil Service Office at 518-270-3800 ext. 114 to make these arrangements.

**VETERAN'S CREDIT: Candidates may also claim Veteran's Credits if they are eligible.**

**This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law Rules and Regulations dealing with the rating of examinations will apply to this examination.**

**WATERVLIET MUNICIPAL CIVIL SERVICE COMMISSION**

**BY: \_\_\_\_\_**  
**Arthur R. Fruscio, Secretary**

**Issue Date: March 13, 2017**