PROMOTION TO ASSOCIATE REAL PROPERTY MANAGER

Exam No. 4514

WHEN TO APPLY: From: November 6, 2013 APPLICATION FEE: $68.00
To: November 26, 2013

THE TEST DATE: The multiple-choice test is expected to be held on Wednesday, February 19, 2014.

YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES: Associate Real Property Managers under direction, with considerable latitude for independent judgment and action, and in addition to performing the work of Real Property Managers, supervise staff engaged in real property work; and perform very difficult and complex real property work in housing and other properties, and buildings owned, managed, or to be acquired by the City, or those at risk of being abandoned. All Associate Real Property Managers perform related work.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY: The current minimum salary is $46,371 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Promotions will generally be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment level at the discretion of the agency.

HOW TO APPLY: If you believe you are eligible to take this examination, submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. You may come to the DCAS Computerized Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams). The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan
2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

The DCAS Computerized Testing & Applications Centers will be closed on Monday, November 11, 2013.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf and available at the DCAS Computerized Testing & Applications Centers. This guide gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services who on the date of the multiple-choice test:

(1) holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Real Property Manager; and

(2) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE
This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

If you do not know if you are eligible, check with your agency’s personnel office. You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If you are marked “Not Eligible,” your application fee will not be refunded and you will not receive a score.

**ELIGIBILITY TO BE PROMOTED:** In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above “Eligibility To Take Examination” section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York.

**THE TEST:** The multiple-choice test may be given at a computer terminal or in a paper and pencil format. You will be informed of the format on your Admission Notice. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority score will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

The multiple-choice test is designed to assess the extent to which candidates have certain knowledge and abilities determined to be important to the performance of the tasks of an Associate Real Property Manager (ARPM). Task areas to be tested are as follows: manages real property managers and their work assignments; performs complex technical and specialized property management assignments and functions; report writing and analyses. The test may include questions on Article 8a Loan Program; Federal Section 202- Housing for the Elderly; Section 8- the Housing Choice Voucher Program; Housing Development Fund Corporation (HDFC); general concepts in construction (e.g. how a building is made, general plumbing and heating); NYC Building Code; how other city agencies (e.g. HRA/DSS, NYCHA, FDNY, NYPD, DHCR, DOB) relate to work assignments; how the Red Cross relates to work projects; NYC real estate zoning rules and regulations; mortgage underwriting and budgeting compliance; real estate principles; policies and procedures regarding supervision of staff; standards of proper employee ethical conduct, including the provisions of Mayor’s Executive Order No. 16 of 1978 as amended; and other related areas.

The test may also include questions requiring the use of any of the following abilities:

- **Analytical Thinking** - Analyzing information and using logic to address specific work-related issues and problems; involves the identification of problems, not implementation of solutions. Example: an ARPM observes a water stain on a ceiling panel and thinks through possible causes of the leak.
- **Judgment & Decision-Making** - Reviewing information to develop and evaluate the relative costs and benefits of potential solutions to problems and choosing the most appropriate one; implementing a course of action determined by thinking analytically. While similar to Planning & Organizing, Judgment and Decision-Making are typically applied over a shorter time frame. Example: an ARPM identifies the most cost-effective way to fix a repair.
- **Planning & Organizing** - Establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources. Example: an ARPM needs to identify 100 affordable housing units over the next year so he creates a plan to accomplish this goal.
- **Management of Financial Resources** - Determining how money will be spent to get the work done and accounting for these expenditures; managing the money needed for getting work accomplished. Example: during an emergency, an ARPM determines how the money will be spent to house the displaced tenants.
- **Management of Personnel Resources** - Motivating, developing and directing people as they work, identifying the best people for the job; managing employees needed to accomplish tasks. Example: matching up Real Property Managers with tenants.
- **Monitoring** - Monitoring/assessing performance of oneself, other individuals or organizations to make improvements or take corrective action; overseeing the quality of performance. Example: keeping track of own and/or staff’s performance to determine strengths and/or weaknesses.
- **Time Management** - Managing one’s own time and the time of others in order to promote effective use of work hours. Example: routing calls for repairs by location.
- **Stress Tolerance** - Accepting criticism and dealing calmly and effectively with high stress situations. Example: an ARPM is able to respond to the needs of multiple tenants who are displaced by a fire in their building.
- **Written Expression** - Appropriately communicating information and ideas in written words and sentences so intended audience will understand. Example: an ARPM writes a report free of grammatical errors.
- **Conflict Resolution** - Negotiating with others to resolve grievances or conflicts and handle complaints by developing a constructive solution. Example: an ARPM invites tenants to the office to discuss their issues and resolve a conflict.
- **Concern for Others** - Acting in a manner sensitive to others’ needs and feelings while being understanding and helpful on the job; showing consideration. Example: arriving early to meetings or assisting a new colleague with a unique work assignment.
The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available at nyc.gov/dcas and at the DCAS Computerized Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.

Title Code No. 80122; Real Estate Management Occupational Group.

For information about other exams, and your exam or list status, call 212-669-1357.

Internet: nyc.gov/dcas