



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

REQUIRED FORMS
APPLICATION FORM
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

RECREATION DIRECTOR

Exam. No. 3049

<p>WHEN TO APPLY: From: November 5, 2003 To: November 25, 2003</p>	<p>APPLICATION FEE: \$30.00 <i>Payable only by money order to D.C.A.S. (EXAMS)</i></p>
---	---

WHAT THE JOB INVOLVES: Recreation Directors, under supervision, with some latitude for independent action or decision, are responsible for programs of recreational activities in a playground, neighborhood play area, institution or similar unit; and perform related work.

Some of the physical activities performed by Recreational Directors and environmental conditions experienced are: demonstrating, teaching, leading and officiating at recreational activities such as group and team games, dances and gymnastics; working outdoors under varying weather conditions;

Recreation Directors may be required to work evenings, nights, Saturdays, Sundays and holidays.

(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 \$29,562 per annum. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

HOW TO QUALIFY:

Education and Experience Requirements: By the last day of the Application Period you must have:

1. A baccalaureate degree from an accredited college including or supplemented by 24 credits in recreation, physical education, dance, fine arts, applied arts (including therapy), group work, group dynamics, and community organization, at least 18 credits of which must be in recreation, physical education, dance, fine arts and applied arts (including therapy); or
2. A baccalaureate degree from an accredited college plus one year of full-time paid experience in planning, coordinating and supervising recreation programs; or
3. A four-year high school diploma or its educational equivalent and a combination of education and experience that is equivalent to five years of experience required in "2" above. College education leading to a degree may be substituted for the required experience on the basis of 30 credits for one year of experience. However, all candidates must have at least one year of experience or 24 credits in recreation, physical education, dance, fine arts, applied arts (including therapy), group work, group dynamics, and community organization, at least 18 credits of which must be in recreation, physical education, dance, fine arts and applied arts (including therapy).

Residency Requirement: You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

English Requirement: You must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

REQUIRED FORM(S):

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Sections A, A.1, A.2, A.3, A.4 and B. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education in this examination):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "**course-by-course**" evaluation (which includes a "document-by-document" evaluation) of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

THE TEST: Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis: (**Note: Experience used to meet the minimum qualification requirements may not be used to gain additional credit.**)

Additional Credit:

For full-time experience in the planning, coordinating and/or supervision of the operations of a program of recreation or recreational therapy in a recognized community recreational or therapeutic setting, you will receive an additional:

- (A) 10 points for at least 1 year but less than 2 years of experience; or
- (B) 20 points for at least 2 years but less than 4 years of experience; or
- (C) 30 points for at least 4 years of experience.

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Experience used to meet the minimum requirements cannot be used to gain additional credit.

Education and experience must be obtained by **the last day of the application period.**

THE TEST RESULTS: If you pass the education and experience test, your name will be placed in score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification: You may be considered for appointment under a condition by which you satisfy special requirements described below, through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions with these special requirements.

Selective Certification for Foreign Language and/or American Sign Language: If you can speak Spanish, Russian, Chinese (Mandarin), Chinese (Cantonese), and/or you know American Sign Language, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. If you wish to apply for this selective certification, state the name of the language(s) listed above in Section D on page 4 of the Education and Experience Test Paper.

Application Receipt: You will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

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 in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.
Title Code No. 60430; Recreational Occupational Group

For information about other exam., and your exam or list status, call 212-669-1357.
Internet: nyc.gov/html/dcas