

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

**CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO**

Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: March 14, 2014
NO: M8-14

CLASSIFICATION TITLE
ASSISTANT DIRECTOR
(Community & Economic Development & Planning Management)

SALARY RANGE
\$48,628 - \$67,970

FILING OF APPLICATION

Application must be made on the special closed or regular open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702. The regular application may be printed from www.cantonohio.gov by clicking on "City Services", "Civil Service" and "View City Jobs". Applicant must submit a copy of their valid driver's license, a current resume, unofficial college transcripts, and any other documentation pertaining to this position with the completed application and return to the Civil Service Office by the filing deadline of **Friday, March 28, 2014 at 4:00 p. m.**

ORAL INTERVIEW EXAMINATION

ORAL INTERVIEW: Subsequent to the filing of the application, the candidate will be assigned an interview time and date.

LOCATION: Canton Civil Service Commission Office, Canton City Hall, 3rd Floor, 218 Cleveland Ave. S.W., Canton, OH 44702.

SCOPE: The examination will consist of an oral interview approximately 30 - 45 minutes in length. The interview will measure communication skills, experience base, knowledge of community development and other related areas.

This is a combined closed promotional and open examination. Applicants for the closed promotional examination must be working for the City of Canton in the classified service and have completed their probationary period by March 28, 2014. To be eligible for the position under this examination, all applicants must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen.

MINIMUM ACCEPTABLE EXPERIENCE AND TRAINING

Applicants for the closed and open examination must possess a Bachelor's degree (Master's degree preferred) in Public Administration, Business Administration, Education or a related field and have five years experience in the area of community development with program supervisory responsibility, or an equivalent combination of education, experience and/or training which provide the required knowledge, skills, and abilities.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

An employee in this classification is responsible for financial compliance and management. Must have the knowledge, skills, and ability to ensure full financial compliance with all HUD regulations, requirements of the state and city auditors, including but not limited to the ability to prepare department budgets and Annual Action Plans and comprehensive knowledge of federal reporting systems and City of Canton financial systems and processes. Responsible to ensure that all financial systems are fully reconciled monthly. Knowledge of the principles and practices of community development. Ability to assist in administering development programs in accordance with federal standards. Comprehensive knowledge of federal programs such as CDBG, ESG, NSP, and HOME, especially as it pertains to financial compliance, federal financial circulars, state and local legislation, and regulations and polices pertaining to Community Development program administration. Ability to plan and supervise the technical work of subordinates. Ability to prepare technical and administrative reports. Ability to analyze situations and develop workable solutions. Ability to present ideas effectively, orally and in writing. Ability to establish and maintain effective working relationships with elected officials, department heads, city employees, other agencies and the general public. Ability to assist in the supervision of the departmental staff.

*****IMPORTANT NOTICE TO VETERANS*****

Upon receiving a passing score, a twenty (20%) bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of the national guard or reserve component of the armed forces of the United States who has completed more than 180 days of active duty service (ORC 124.23 C) Applicant must submit a certificate of service or honorable discharge (Form DD-214) before the filing deadline of March 28, 2014 to receive the bonus credit. Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers by the application deadline if bonus credit is to be claimed.

CITY RESIDENCY BONUS

Applicants who have resided within the Canton City Limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.

RATING

Applicants for the promotional exam will receive, in addition to a passing score, credit for job seniority.

Applicants for the open examination will receive, in addition to a passing score, bonus credit for Veterans preference and city residency preference.

Upon completion of the examination process, candidates who receive a passing score will be placed on the established appropriate list (promotional or open) of eligible's for a period of one (1) year.

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability or any other non-merit factor.

******NOTICE OF BACKGROUND INVESTIGATION******

Be advised that candidates may be subjected to a confidential background investigation, including, but not limited to, a criminal record check and driving record check.

******NOTICE OF DRUG TESTING REQUIREMENT******

Pursuant to Civil Service Rule IV (16), applicants are hereby advised that the position of employment being examined for has been declared as "safety sensitive". Accordingly, eligibility is not considered final until drug testing has been successfully completed with a negative result. Applicants who refuse to submit to drug testing or submit and fail such testing will be removed from all safety sensitive eligibility lists upon which their name appears for a period of one year or until the eligibility list(s) expire(s), whichever is shorter. Reinstatement to eligibility list(s) shall be contingent upon successful passage of drug testing under the Commission's control at applicant expense.

ADMITTANCE TO EXAMINATION – IDENTIFICATION REQUIRED

Applicants who have been accepted for the examination will be admitted to the test site only upon presentation of their valid State of Ohio driver's license or other valid photo identification card to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

DUTIES

This is a responsible, professional and managerial position. An employee in this classification assists in the direction of the management and administration of the Department of Development, which includes supervision, policy development, procedures, purchasing and training. The Assistant Director assists the Directors in the planning and administration of the various federally funded programs as well as other activities; the work is performed under the Directors' general policy guidance and in accordance with general policies of the granting agencies. The employee is responsible for handling confidential materials such as personnel files. The individual assumes the duties of Director in his/her absence. The Assistant Director aids in the direction of work and manner of accomplishment of the department staff. The individual reports directly to the Director of Development and the Director of Community Development and Planning.

**BY ORDER OF THE CANTON CIVIL SERVICE COMMISSION
Samuel J. Sliman, Administrator**