



**TOWN OF BABYLON**  
**Department of Civil Service**

# **EXAMINATION ANNOUNCEMENT**

Town of Babylon is an Equal Opportunity/Affirmative Action Employer.

**OPEN COMPETITIVE EXAM: DIRECTOR OF PURCHASING**

**EXAM #: 67228010**

**SALARY: \$105,214 annually**

**EXAM DATE: 02.10.2024**

**LAST FILING DATE: 12.20.2023**

**APPLICATION FEE:** A \$40.00 non-refundable application fee 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 *Town of Babylon Dept. of Civil Service*. Write the examination number and the applicants name on the check, money order, etc.

**LOCATION OF POSITION:** The eligible list established as a result of this examination will be utilized, where appropriate, for filling any current or future vacancies in all departments under the jurisdiction of the Town of Babylon Department of Civil Service.

**DUTIES:** An employee in this title is responsible for directing and operating the purchasing function for the town. Work involves the processing of requisitions and bids. The incumbent directs the preparation of specifications and the opening of bids. Work involves the supervision of a clerical employees who may be involved in the purchasing function. Work is performed under the general direction of the Commissioner of General Services with whom the incumbent confers on matters affecting general purchasing policies and procedures, but the individual is expected to exercise a considerable amount of independent judgment and initiative in the performance of duties. Does related work as required.

**MINIMUM QUALIFICATIONS & SPECIAL REQUIREMENTS:**

- Either:*
- A) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree, and four (4) years of experience in purchasing; or,
  - B) Graduation from a standard senior high school and eight (8) years of experience in purchasing; or,
  - C) An equivalent combination of education and experience as defined by the limits of a) and b).

**SUBJECTS OF EXAMINATION:** The exam will be designed to evaluate knowledge, skills and /or abilities in the following areas;

**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.

**Understanding and interpreting written material**

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

**Principles and practices of purchasing**

These questions test for candidates' knowledge of the principles guiding governmental purchasing operations and the ability to put them into practice. These questions may deal with but are not necessarily limited to such matters as the analysis of bids, the use of specifications, the award of contracts, the analysis of market factors that can affect the cost of a purchase, and the application of a set of rules to determine how to proceed with a purchase. Some arithmetic computation may be necessary. No specific knowledge of NYS purchasing laws, rules and regulations will be required to answer these questions.

**Understanding and interpreting tabular material**

These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.

**Administrative supervision**

These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and their subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

**CALCULATOR STATEMENT/PROHIBITION:** You should bring with you a hand-held battery or solar-powered calculator for use in this test. You will **not** be permitted to use the calculator function of your cell phone.

**SECTION 23.2 STATEMENT:** This examination will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of New York State Civil Service Law rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

**SABBATH OBSERVERS/DISABLED CANDIDATES/MILITARY MEMBERS:** Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the Town of Babylon Department of Civil Service as soon as possible before the test date.

**MILITARY SERVICE MEMBERS:** If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact the Town of Babylon Department of Civil Service for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

**VETERAN'S CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit a copy of their DD-214 (Member 4 Copy) with their application for examination or at any time between the dates of application for examination and the date of the establishment of the resulting eligible list.

**GENERAL INFORMATION/INSTRUCTIONS:** Application forms may be obtained on our website <https://www.townofbabylon.com/503/Civil-Service>, Town Hall 200 E. Sunrise Hwy Lindenhurst NY 11757, or *Municipal Building* 456 Albany Ave. Amityville NY 11701, Monday- Friday 9 am – 4 pm or by sending a stamped and self-addressed legal size envelope to *Town of Babylon Department of Civil Service 200 E. Sunrise Hwy Lindenhurst NY 11757*. Applications postmarked after the filing deadline will not be accepted. The applicant should make sure EVERY question on the application is answered, and that the application is complete in all respects. All statements made by candidates in their application are subject to verification. **This department does not acknowledge receipt of applications.** Candidates will be notified of the disposition of their applications.

A separate application must be submitted for each separately numbered examination for which a candidate wishes to apply.

**TEST GUIDE:** 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 '**General Guide to Written Tests**' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.