

ATTACHMENT #4: Informational Posting for School Districts

DIRECTOR OF FACILITIES I, II AND III

**IMPORTANT EXAMINATION INFORMATION
FOR SCHOOL DISTRICT EMPLOYEES**

PLEASE POST CONSPICUOUSLY FROM October 19, 2018 TO JANUARY 5, 2019

- ALL candidates must take the statewide open-competitive examination.
- Even if you are only interested in a promotion, you **MUST** take the statewide open-competitive exam.
- There will be an examination for each of the three levels in the Director of Facilities (DOF I, II, III) title series.
- If you are interested in more than one level of the title, you must apply for **EACH** of the levels you are interested in.
- Be careful that you meet the minimum qualifications for the exam(s) you want to take. If you apply for an exam but do not meet the required minimum qualifications, you will be disqualified. The exam fee will not be refunded.
- The fee for each examination is \$45.
- One examination for each level will be held that will result in two kinds of eligible lists:
 - All applicants who pass the statewide open-competitive examination will be placed on a statewide open-competitive eligible list.
 - Applicants who meet the requirements for promotion, apply for a promotion examination, and pass the statewide open-competitive exam; will also be placed on a promotion eligible by their local civil service agency.
- **HOW TO APPLY FOR THE STATEWIDE OPEN-COMPETITIVE EXAMINATION**
 - Visit the New York State Department of Civil Service website at: www.cs.ny.gov
 - Apply online.
- **HOW TO APPLY FOR A PROMOTION EXAMINATION**
 - Contact your local civil service agency for details on how to apply.
 - A list of all local civil service agencies can be found at:
<http://www.cs.ny.gov/jobseeker/local.cfm>