



**FAMILY RESOURCE CENTER COORDINATOR II (OC)**  
**NYS #60017660 RC/EL #25109010**

Examination to be held **June 14, 2025**; Last filing date **May 15, 2025**

A \$15 non-refundable application filing fee is required. Please refer to Supplement A for further information regarding the application/examination process. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

1. If applying online, completed applications and electronic payment must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date accompanied by a check or money order made payable to the Rockland County Commissioner of Finance.

**POSITION EXISTS IN:** East Ramapo Central School District.

An open-competitive as well as a promotion examination will be given on the same day and qualified candidates may also compete therein by filing a separate application for each. The promotion list will take precedence over the open-competitive list in filling vacancies in the agency listed, but upon its exhaustion, the open-competitive list will be used to fill vacancies occurring for a period of at least one year from the date the list was established.

**RESIDENCE REQUIREMENTS:** Candidates must be legal residents of the States of New York, New Jersey or Connecticut at the time of application submission for the examination.

**SALARY:** The starting salary is \$63,000 annually for a 37.5-hour workweek with East Ramapo Central School District. Salary will be pro-rated for less than full-time positions.

**WHAT THE JOB IS LIKE:** This position involves coordinating efforts within school districts to support the optimal growth and development of children and youth starting from birth. The work involves the ability to develop, implement and evaluate programs and services to meet the needs of families, and involves familiarity with documentation procedures, maintaining confidentiality and adhering to privacy regulations. Excellent interpersonal skills to establish and maintain relationships with community partners, organizations and stakeholders is a requirement for the position. The position is distinguished from a Family Resource Center Coordinator I since it allows for greater autonomy and the ability to take the lead on educational programs, as well as exercising more discretion and judgment. The work is performed under the general supervision of school principals or other district administrators. Work guidance (e.g. lead work) may be provided to volunteers and lower-level Family Resource Center staff. The position requires the ability to work flexible hours including early mornings, evenings, weekends, and the ability to work in various locations such as neighborhoods and in homes, to accommodate the needs of parents. Does related work as required.

**When completing the application, your description of experience must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.**

**MINIMUM QUALIFICATIONS:** At the time of application submission, you must have: Possession of a Bachelor's degree or higher in Education, Psychology, Sociology, Social Services, Human Services, Counseling or comparable curriculum and one (1) year of work experience in any of the above concentrations, or in camp counseling, childcare, community work or educational support services such as teacher's aide, teaching assistant, parent-partner, afterschool care, enrichment programs, recess supervision, etc.

**NOTE:** Relevant volunteer work (e.g. PTA, parent member of Special Education teams, involvement in community-based programs, scouts, etc.) may be substituted for paid work experience as long as leadership, coordination and/or insightful interaction with families and children are demonstrated.

If claiming volunteer experience, you must complete a Volunteer Experience Form and provide letter(s) verifying the volunteer experience claimed. Volunteer Experience Forms are available at <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms> and should be provided at the time of application.

**SPECIAL REQUIREMENT:** Possession of a valid driver's license or accessibility to transportation to meet fieldwork requirements in a timely and efficient manner.

**FAMILY RESOURCE CENTER COORDINATOR II (OC) #60017660 (CONTINUED)**

**TRANSCRIPTS:**

If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel at [rcexams@co.rockland.ny.us](mailto:rcexams@co.rockland.ny.us) no later than two (2) months after the last filing date; student transcripts are not acceptable. Failure to comply with the deadlines set herein may result in the disapproval of your application and/or disqualification from a resulting list of eligible candidates. Your college degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. Candidates are responsible for any required evaluation fees. General Information Concerning Evaluation of Foreign Education and Training, including a list of acceptable companies who provide this service, is available here: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>.

**Anticipated Eligibility - Age and Educational Requirements:**

According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met. Candidates will be required to provide proof of qualifying age and or education within 12 months of exam date in order to be eligible for appointment from a certified list.

**ALL OUTSTANDING APPLICATION DOCUMENTATION:** Must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

**SUBJECT OF WRITTEN EXAMINATION:**

1. 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.
2. 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.
3. Educating and Interacting with Others – These questions test for the ability to interact effectively with individuals or groups to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to obtain information through interviews and other methods, and to represent one's agency or program in a manner consistent with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.
4. Evaluating Conclusions in Light of Known Facts – These questions will consist of a set of facts and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.

**USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION**

**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 online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

**Civil Service is an Equal Opportunity/Affirmative Action Employer**

**Date Issued: 04/10/2025**