

**The Town of Colonie Personnel Officer Announces
Open-Competitive Civil Service Examination
For
Planner
Grade - 15**



EXAMINATION NO: 63-148

EXAMINATION DATE: October 1, 2022

SALARY: Entry \$67,168 Top \$74,632

LAST FILING DATE: August 25, 2022

APPLICATION FEE: A non-refundable processing fee of \$35.00 (thirty-five dollars) is required for this examination. Payment can be made on-line, or a check or money order (no cash) made out to the Town of Colonie must accompany each application. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. Note examination number on check or money order.

RESIDENCY: Applicants must be a resident of New York State in either ALBANY, RENSSELAER, COLUMBIA, GREENE, SCHOHARIE, SCHENECTADY or SARATOGA COUNTY for at least four (4) months prior to the date of this examination. Residency shall be determined solely by the Personnel Officer in the manner he prescribes. New York State Civil Service Law Section 23, Subdivision 4-A, allows the Town of Colonie to give preference in appointment to Town Residents.

VACANCIES: The eligible list resulting from this examination may be used to fill vacancies for the position of Planner as they may occur.

DESCRIPTION OF POSITION: This is professional work of advanced difficulty involving responsibility for preparing plans and reports and performing moderately complex duties relating to municipal planning. Work is performed in the Planning and Economic Development Department. The work usually involves considerable contact with public officials, professional and civic organizations and others representing the areas under study. Under the general supervision of the Senior Planner, who provides guidelines, the Planner is responsible for the conception and design of specific projects. This employee is allowed considerable independence in carrying out his/her duties and may provide supervision over temporary or part-time technical employees. The incumbent does related work as required

MINIMUM QUALIFICATIONS: Possession of Bachelor's degree in Planning, Architecture, or Engineering, or field related to planning and one (1) year of experience in municipal community or regional planning or closely related work.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SUBJECT OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

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.

Sociological, economic, design and environmental factors involved in land use planning and community development - These questions test for knowledge of the fundamental concepts, design issues, terminology and practices utilized in the land use planning field, including how to best benefit the social, economic and environmental welfare of a community using appropriate planning principles.

Collection, analysis and presentation of data, including basic statistics - These questions test for knowledge of the proper procedures and methods used to gather, evaluate, organize, and utilize various types of technical data and information, and the fundamental concepts, terminology, and computations involved in statistical analysis.

Understanding and interpreting maps, charts and graphs - These questions test for the ability to read and analyze visual and numerical information presented in maps, plans, and various types of graphic and tabular material, and to perform related basic computations. All the information needed to answer the questions will be provided in the maps, plans, charts, graphs, tables, or related written material.

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>.

HOW TO APPLY: Applications and additional information may be obtained at the Civil Service Department, Colonie Memorial Town Hall, 534 Loudon Road, Latham, NY 12211 – Telephone (518) 783-2721 OR via the internet at www.colonie.org (Civil Service Dept.) where applications can be viewed and downloaded from the web site.

SPECIAL NOTE: This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of the examinations will apply to this test.

Rosemary Newton
Personnel Officer
Town of Colonie
July 28, 2022

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

See "General Instructions"