

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



EXAMINATION NO: 64-441

EXAMINATION DATE: June 1, 2019

SALARY: Entry \$62,986 Top \$69,984

LAST FILING DATE: April 12, 2019

APPLICATION FEE: A non-refundable processing fee of \$35.00 (thirty-five dollars) is required for this examination and a check or money order made out to the Town of Colonie must accompany each application. Note examination number on check or money order. (see GENERAL INSTRUCTIONS)

RESIDENCY: Candidates must be, at the time of examination and for at least four months immediately preceding the date of the written test, and continuously until date of certification for appointment, legal residents of the Town of Colonie.

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 Engineering and Planning Services 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: Graduation from a regionally accredited or New York State registered college or university with a 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.

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

- 1. 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.
- 2. Community and regional land use planning, including zoning and subdivision regulations** - These questions test for knowledge of the concepts and accepted practices involved in community and large-area development planning, the laws and regulations governing site and subdivision planning, and typical project development and zoning issues, including related legal terminology.
- 3. 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.

4. Understanding and interpreting charts, graphs, maps, and tabular material - 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.

5. 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.**

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 "How to take a written test" 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.

Michael M. Burick
Personnel Officer
Town of Colonie
March 13, 2019

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

See "General Instructions"