

The Town of Colonie Personnel Officer Announces
Open-Competitive Civil Service Examination
For
SENIOR PLANNER – Gr. 21



EXAMINATION NO: 62-315

EXAMINATION DATE: June 1, 2019

SALARY: Entry \$75,210 Top \$83,566

LAST FILING DATE: April 12, 2019

APPLICATION FEE: A fee of \$50.00 (fifty 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 and social security number on check or money order. (see explanation on page 3)

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

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

DESCRIPTION OF POSITION: This is a professional position involving responsibility for the planning concerns and activities in the Town of Colonie. The individual in this position works closely with the Planning Board in the course of his duties, both in an advisory capacity and in receiving general direction. The Senior Planner provides general supervision and technical guidance to a full-time Planner and may provide direct supervision to temporary or part-time technical employees. Whereas the planning services are a function of the larger Engineering and Planning Services Department, the Senior Planner is under the administrative supervision of the Director of Engineering and Planning Services. However, a high degree of independence is permitted in carrying out the complex duties of the office. The position differs from that of the Planner both in level of responsibility and scope of assignments. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: A) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree in Planning, Architecture, Landscape Architecture, Urban Geography, Engineering or a field related to planning and four (4) years of experience in municipal community or regional planning; OR B) Possession of a Master's degree in Planning from a regionally accredited or New York State registered college or university and three (3) years of experience as outlined in (A) above; OR C) An equivalent combination of experience and training outlined by the limits of A and B.

SUBJECT OF EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

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. Principles and practices of urban planning - These questions test for knowledge of the concepts and accepted practices involved in the land use planning and analysis of heavily-populated areas, and may include questions involving such areas as commercial and industrial development and redevelopment, transportation services, parking issues, zoning, landscaping, historic preservation and municipal revitalization.

4. 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.

5. Computer-assisted mapping, including geographic information system (GIS) applications - These questions test for knowledge of the concepts, terminology, and proper procedures to use when creating and revising maps and site plans utilizing GIS and computerized mapping software.

6. 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.

7. Supervision - These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

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>

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAM

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.

SEE 'GENERAL INSTRUCTIONS'

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 OPPORTUNITY EMPLOYEE