

Issued: November 1, 2016

**CITY OF AUBURN
MUNICIPAL CIVIL SERVICE COMMISSION
AUBURN, NY 13021**

Announcement of open-competitive

**SENIOR PLANNER
EXAMINATION #62-183**

EXAMINATION DATE: December 10, 2016
LAST FILING DATE: November 18, 2016
APPLICATIONS MUST BE POSTMARKED
NO LATER THAN: November 18, 2016

SALARY: \$49,097 - \$69,302

MINIMUM QUALIFICATIONS:

Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in planning, landscape architecture, public administration, economics or a related field and one (1) year of experience in municipal, community or regional planning; or
- (b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in planning, landscape architecture, public administration, economics or a related field and two (2) years' experience as defined in (a); or
- (c) An equivalent combination or training and experience as defined by limits outlined in (a) and (b) above.

NOTE: PROOF OF EDUCATION MUST ACCOMPANY YOUR APPLICATION.

VACANCY:

The eligible list established as a result of this examination will be used to fill vacancies as they occur.

RESIDENCY REQUIREMENT:

Candidates must be legal residents of Cayuga County or one of the contiguous counties (Oswego, Onondaga, Cortland, Tompkins, Seneca or Wayne) for at least one (1) month immediately preceding the date of the written examination. Preference in certification for appointment may be given to residents of the City of Auburn under section 23-4A of civil service law. In accordance with the policies of the City of Auburn, you must comply with the residency requirements outlined in your contract.

APPLICATION FEE:

The fee of \$15.00 is required for each separately numbered examination for which you apply. This must accompany your application.

Send Check or Money Order payable to the **CITY TREASURER**
Write the Exam Number on the Check or Money Order - **DO NOT SEND CASH**

As no refunds will be made if your application is disapproved, be sure to check your qualifications carefully with the requirements for admission and file for this exam only if you are clearly qualified.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for planning, preparing and completing projects related to economic and community development, such as business retention, housing and neighborhood revitalization by applying the principles and theories of urban planning to basic planning studies and redevelopment projects. The incumbent is either assigned to lead major projects or complete phases of projects. The work also involves the coordination of grant and city-funded activities with other city departments, collecting and analyzing data, and preparing documents necessary for community and economic development activities such as loan programs, grant applications and other related activities. The position differs from that of Community Development Planner by the complexity of projects assigned and the latitude allowed for independent decision making. Supervision may be a responsibility of the position, and is assigned to lead projects. The work is performed under the general supervision of the Director of Planning and Economic Development. Does related work as required.

SUBJECT OF EXAMINATION:

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

1. 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.
2. Collection, analysis, and presentation of data
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.
3. Sociological, economic, design and environmental factors involved in physical 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.
4. Community and regional physical 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.

5. 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.

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. Supervising a project

These questions test for the ability to conduct and supervise the activities necessary to achieve the goals and deadlines of a specific project. The questions cover such topics as setting up the project, developing the workplan for the project, assigning and reviewing work, evaluating performance and progress, coordinating phases of the project, handling problems as they arise, and meeting deadlines.

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: www.cs.ny.gov/testing/localtestguides.cfm

CALCULATOR:

Use of calculators is **ALLOWED** for this exam. Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, 'Spell checkers,' 'Personal Digital Assistants,' 'Address Books,' 'Language Translators,' 'Dictionaries', or any similar devices are prohibited.

MULTIPLE EXAMINATIONS ON SAME DAY (CROSS FILERS):

If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

RELIGIOUS OBSERVER:

If you need special arrangements to take this Examination because you are a religious observer (for religious reasons you cannot be tested on the scheduled examination date), you must check Box 6-A on page 1 of the application. We will send you an admission notice with special arrangements for the time, date, and place of your examination.

SPECIAL ACCOMMODATIONS:

If you are a person with a disability and need accommodation in order to participate in the examination, check box 6-B on page 1 of the application. Then on or before the last filing date of the examination, you should describe the accommodations you need in a separate letter to the Auburn Civil Service Commission.

MILITARY/ACTIVE DUTY:

A candidate who is approved to take this examination and who is serving on active duty on the date of this exam may be eligible for a military make-up exam at a later date.

VETERANS CREDITS:

Veterans or Disabled Veterans who have served on active duty during creditable periods of war will be eligible for veteran's credits. The applications for veteran's credits are available in the Auburn Civil Service Office. All veteran's credits applications must be notarized and accompanied by a certified copy of your DD-214. Both forms must be submitted to the Auburn Civil Service Office before the eligible list is established.

This written examination is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23.2 of Civil Service Law. The provisions of N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

HOW TO APPLY:

You may obtain applications from the Auburn Civil Service Office at Memorial City Hall between the hours of 8am and 4pm. To request by mail send a self-addressed (\$0.98 postage) envelope to:

Auburn Civil Service Commission
Memorial City Hall, Room 211
24 South Street
Auburn, NY 13021

Applications are available online. Website for the City of Auburn Civil Service office is: www.auburnny.gov under Job opportunities.

TIME AND PLACE OF EXAMINATION:

Approved candidates will be notified by mail regarding the time and place of the exam in Auburn. If notice of approval or disapproval is not received seven (7) days prior to the exam date, please notify the Auburn Civil Service Office – 315-255-4141.

GENERAL INSTRUCTIONS AND INFORMATION:

1. Falsification of any part of the "Application for Examination" will result in disqualification.
2. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved.
3. Appointments from an eligible list must be made from the top three candidates willing to accept the appointment. The duration of the eligible list must be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
4. It is the responsibility of the candidate to notify the Auburn Civil Service Office of any changes of name and/or address. No attempt will be made to locate candidates who have moved.
5. The passing grade for this examination is 70.0
6. If you are taking another civil service exam scheduled for the same day as this exam, please note this on your application. Include the exam number, title and the Civil Service agency that is holding the exam. (See Cross-Filers)

Auburn Civil Service Commission:

**Diane R. Gove
John C. Hardy
Laurie A. Turo**

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