

TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

Inclusion Through Diversity



OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: Planner - Various Towns

EXAM NO: 65527

SALARY: Depends upon location: Town of Danby: \$32.80 per hour

EXAM DATE: 06/01/19

ISSUE DATE: 04/10/19

THE FINAL DATE TO FILE APPLICATIONS: 04/25/19

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 06/02/19

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

THE USE OF A QUIET HAND HELD CALCULATOR WILL BE ALLOWED FOR THIS EXAMINATION.

LOCATION OF POSITION:

There is currently one vacancy in the title of Planner - Various Towns located at the Town of Danby. The eligible list resulting from this open competitive examination may be used to fill any full-time, part-time, or temporary vacancy that may occur during the life of the eligible list.

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in planning, architecture, landscape architecture, engineering, environmental studies, natural resources or a closely related field; **OR**
- (b) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree or higher in planning, architecture, landscape architecture, engineering, environmental studies, natural resources or a closely related field **AND** one year of planning experience in a public or private agency; **OR**
- (c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

NOTES:

For the Town of Lansing, NYS Certification as a “Certified Professional in Erosion & Sediment Control” (CPESC), and NYS Uniform Fire Prevention and Building Code Enforcement Training is desired within a reasonable period of time from hire.

For the Town of Danby, NYS Uniform Fire Prevention and Building Code Enforcement Training is desired within a reasonable period of time from hire.

DISTINGUISHING FEATURES OF THE CLASS:

This is professional planning work involving responsibility for the performance of a variety of municipal, regional or community planning assignments. The incumbent in this position participates in the preparation of detailed departmental reports and planning studies and the development of recommendations regarding proposed policies, plans and projects. The incumbent is responsible for providing administrative and technical assistance to a variety of boards and committees, as assigned. The incumbent will participate on departmental teams with other staff with allowances for a considerable degree of independent judgment and autonomy in executing assigned tasks. The incumbent will be responsible for supervisory tasks in the Zoning, Planning and Code Enforcement Office. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Provides professional support to advisory boards and committees, as well as organizes training sessions to meet committee needs; Coordinates and participates with Planning Board and Zoning Board of Appeals activities, including preparation of materials for meetings, planning and preparation of educational activities, and provides public relations; Develops recommendations regarding proposed policies, plans and projects; Evaluates and provides technical assistance on development projects with local policies, including General Municipal Law 239-1 and –m, the State Environmental Quality Review Act, and site plan review; Provides assistance to the Town in preparing the Comprehensive Plan and Land Use Regulations; Prepares detailed planning reports and studies regarding local planning issues; Oversight and supervision of department staff in maintaining records of planning activities; Assists in directing the work activities and program accomplishments of interns, department technicians, and consultants as assigned. Writes, or assists in preparing resolutions, a variety of ordinances, and regulations relating to development controls; Serves as contact person for the Planning Department by responding to requests for information and complaints about problems from the public, community organizations; Collects a variety of statistical data and prepares reports and maps on topics such as census information, land use, housing, and natural resources; Prepares a variety of maps, charts, advertisements and other graphics required in support of planning projects; Makes formal and informal presentations to inform and advise citizen advisory boards, and public officials on planning projects; Develops and assists with citizen education programs and materials for public input and participation at the municipal level;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the purpose, principles, practices, methods and terminology used in municipal, community or regional planning; Working knowledge of zoning and subdivision practices; Good knowledge of research methods and techniques involved in planning; Good computer skills, including use of spreadsheets, database, desktop publishing, geographic information systems, and Microsoft Office processing software; Good Knowledge and familiarity with site design principles, the ability to read and interpret civil engineering and architectural drawings (including ALTA surveys, site plans, grading, utility, and stormwater plans), and use of an engineering scale; Working knowledge of the principles and practices of mapping, and graphic visual methods as applied to planning; Ability to maintain confidentiality, exercise discretion, and sound judgment; Ability to express oneself clearly and concisely, both orally and in writing; Ability to analyze data; Ability to work independently or in a team environment; Ability to work on several projects or issues simultaneously; Ability to maintain rapport with staff, public officials, and the general public; The employee’s physical condition shall be commensurate with the demands of the position.

Originally created 03/12/2013

Complete Scope of the examination and Expanded subtest descriptions:

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. 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.

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

FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and 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. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â€

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850