

<p style="text-align: center;">CITY OF WATERTOWN, CIVIL SERVICE COMMISSION 245 Washington Street, Room 205 www.watertown-ny.gov</p> <p style="text-align: right;">Watertown, New York 13601</p>
--

Issued: July 18, 2022

ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR

Planner

EXAM # 61-298

FILING FEE: *** A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION*** Check or money order payable to City Comptroller accepted. Include examination number on your check. **Credit cards are accepted for online payments.** See general instructions regarding exceptions to the fee requirement. Applicants whose personal checks are returned for insufficient funds will be charged an additional fee.

TO BE HELD: Saturday, **October 1, 2022**

LAST FILING DATE: Applications must be **received** no later than close of business Wednesday **August 31, 2022.**

VACANCIES: This list will be used to fill vacancies as they occur in the City of Watertown.

SALARY: **\$51,716 - \$65,041**

RESIDENCY REQUIREMENT: There is no residency requirement for this examination.

DUTIES OF THE POSITION: This is the first level of the Planner series and is responsible for performing basic planning work through design, grant coordination, and review process facilitation. The incumbent works under the direction of the Planning & Community Development Director and the Senior Planner. Responsibilities, assigned by the Planning & Community Development Director, may include: Community Development Block Grant and other grant administration; housing programs; downtown revitalization; riverfront redevelopment; parks development; brownfield remediation; Municipal Separate Storm Sewer System (MS4); Complete Streets; urban forestry; zoning administration; formulating and updating the comprehensive land use plans and their regulations; analyzing, designing and developing processes and programs to effectively manage the growth of the community; planning, coordinating and directing redevelopment projects, transportation and mobility initiatives; assisting with developing a strategic plan and economic development goals in partnership with local and County development organizations, community groups and City Council; and responding to questions and concerns from community groups, City Council, City staff, and the public. The incumbent does related work as required. **A complete job description is available from the Civil Service Commission.**

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree or 5 year Bachelor's Degree in planning, architecture, landscape architecture, engineering, environmental studies, historic preservation, public administration, or related field; or
- B. Bachelor's Degree in planning, architecture, landscape architecture, engineering, environmental studies, historic preservation, public administration, or related field and 1 year of experience in planning (municipal, community, regional or transportation), grants writing and administration, environmental (SEQRA & NEPA) and cultural resource studies or reviews, zoning administration, housing rehabilitation and ownership programs, economic development, or downtown revitalization; or
- C. Bachelor's Degree in any subject and 2 years of experience in planning (municipal, community, regional or transportation), grants writing and administration, environmental (SEQRA & NEPA) and cultural resources studies or reviews, zoning administration, housing rehabilitation and ownership programs, economic development, or downtown revitalization.

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

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.

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.

CALCULATORS: The use of calculators is **RECOMMENDED**. Candidates are permitted to use quiet, hand-held, solar or battery-operated calculators. Devices with typewriter keyboards such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. You will not be permitted to use the calculator function of your cell phone.

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>

GENERAL INFORMATION FOR CANDIDATES

HOW TO APPLY: → Online Visit: <https://watertownportal.mycivilservice.com/exams> to apply to current exams. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved. Falsification of any part of the application will result in disqualification. Education and work experience must be documented on the application regardless if the candidate has elected to attach a resume. All statements made by candidates in their applications are subject to verification. Applications will not be accepted past the last filing date of the examination.

APPLICATION FEE: * A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION* Check or money order payable to City Comptroller accepted. Include examination number on your check. Credit cards are accepted for online payments. See general instructions regarding exceptions to the fee requirement. Applicants whose personal checks are returned for insufficient funds will be charged an additional fee.

EXCEPTIONS TO FEE REQUIREMENT: Application fees may be waived for any candidate who is either an unemployed head of household or receiving Supplemental Security Income (SSI) or public assistance in the form of Safety Net (formerly Home Relief) or Family Assistance (formerly Aid to Dependent Children) from a state or local social service agency. Individuals wishing to claim this waiver must complete an Application Fee Waiver form available from the local Civil Service Office. Claims are subject to verification and if not supported by appropriate documentation are grounds for barring appointment.

VETERANS' CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veterans' credit available from the Civil Service Commission. Applications for veterans' credit may be submitted with your application for examination or at any time before the new eligible list is established. Candidates currently serving in the armed forces may apply for conditional veterans' credits in examinations. Candidates who apply for such credit must provide proof of military status. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the New York State Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions. No credit may be granted after the new eligible list is established.

ADDITIONAL CREDITS FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an addition ten (10) 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 a firefighter or police officer killed in the line of duty in the City of Watertown, please inform the Civil Service Commission at the time you submit your application.

SPECIAL TEST DATE ACCOMMODATIONS: Please see the last page of the application for further information.

SABATH OBSERVERS / DISABLED CANDIDATES / MILITARY MEMBERS: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the Watertown Civil Service Commission as soon as possible before the test date.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site. If you have applied for both State and local government examinations, you must take all your examinations at the State examination center. Please complete the Cross-Filing form located on the City's website and submit it with your application, include all exams for which you have applied and at which agency you wish to take the exams. Your request must be received by this office no later than three (3) weeks before the date of the examinations. Requests received less than three (3) weeks before the date of the examinations will NOT be honored.

ADMISSION TO EXAMINATION: The Watertown Civil Service Commission does not acknowledge receipt of applications, but all applicants are notified of the disposition of their application. Approved candidates will be notified at least five days in advance of the examination of the place, date and hour of the examination. Applicants who have not received notice by this deadline should contact the Civil Service commission.

MEDICAL EXAMINATIONS: Candidates may be required to have a medical examination to determine capability of performing the duties of the position.

RATINGS REQUIRED: Unless the announcement states otherwise, this examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Laws, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

ELIGIBLE LIST: The duration of the eligible list may be fixed for a minimum period of one (1) year up to a maximum period of four (4) years. As employment opportunities arise, appointments from the eligible list will be made from the top three candidates willing to accept appointment. A promotional examination for this title will be held at the same time.

CONTACT THIS OFFICE AT 315-785-7733 WITH ANY QUESTIONS. BE SURE TO FILE YOUR APPLICATION PROMPTLY.

THIS ANNOUNCEMENT IS AVAILABLE ON THE INTERNET AT: www.watertown-ny.gov