

**PLEASE POST CONSPICUOUSLY**

# **THE CITY OF NEWBURGH CIVIL SERVICE COMMISSION ANNOUNCES**

**OPEN COMPETITIVE EXAMINATION NO. 68902 FOR**

## **PLANNER**

**DATE OF EXAM**

December 10, 2016

**LAST FILING DATE**

November 9, 2016

**SALARY**

\$55,651

**PLANNER EXAM NO. 68902:** City of Newburgh Department of Planning and Development, City Hall, 83 Broadway, Newburgh, NY 12550. The resulting eligible list will be used to fill any vacancies that now exist or for any future vacancies.

There is a \$20.00 application filing fee for this examination. The fee is non-refundable even for disapproved applications, therefore, applicants should be sure they meet the minimum qualifications and complete the application in full. **NO PERSONAL CHECKS ACCEPTED. CASH OR MONEY ORDER MADE PAYABLE TO THE CITY OF NEWBURGH ONLY. IT IS THE RESPONSIBILITY OF THE APPLICANT TO SEE THAT HIS/HER APPLICATION IS FILED WITH THE OFFICE OF THE CIVIL SERVICE COMMISSION, CITY HALL, 83 BROADWAY, NEWBURGH, NEW YORK, NOT LATER THAN NOVEMBER 9, 2016. APPLICATIONS RECEIVED BY MAIL WILL NOT BE ACCEPTED AFTER POSTMARK DATE OF NOVEMBER 9, 2016. . (See exam fee waiver statement on reverse side).**

**GENERAL STATEMENT OF DUTIES:** This is professional planning work with assignments and responsibilities of difficulty and complexity to provide planning analyses and assistance to the Zoning Board of Appeals, the Planning Board, Architectural Review Committee and City departments or as directed by the City Manager. The work is performed under the general supervision of the Director of Business and Industrial Development with leeway for independent judgment.

**MINIMUM QUALIFICATIONS TO APPLY FOR EXAM:**

A. Master's Degree in Planning and two years of experience in municipal planning.

**Note: College transcripts/degree must be submitted with application.**

**SUBJECT OF WRITTEN EXAMINATION:** The written test will be designed to test for knowledge, skills and abilities in the following areas:

1. **Computer-assisted mapping, including geographic information system (GIS) applications**
2. **Collection, analyses and presentation of data**
3. **Sociological, economic, design and environmental factors involved in physical planning and community development.**
4. **Principles and practices in urban planning.**
5. **Understanding and interpreting written material.**
6. **Understanding and interpreting maps, charts and graphs.**

An expanded description of the subjects of the exam is available upon request at the civil service office.

**NOTICE TO CANDIDATES:** The use of quiet, hand-held, solar or battery powered calculators is permitted for this exam. Devices with typewriter keyboards, "spell checkers", "personal digital assistants", "address books", "language translators", dictionaries, or any similar devices are prohibited.

**SEE REVERSE SIDE**

**APPLICATION FILING FEE WAIVER:** A waiver of the application filing fee will be allowed if you are unemployed and primarily responsible for the support of a household. Individuals who can be claimed as a dependent on any other person's tax return are NOT eligible for application fee waiver as head of household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance, (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a state or local social service agency. All claims for application fee waiver are subject to verification. Any candidate applying for this waiver must complete a "Request for Application Fee Waiver and Certification" form and submit it with the application for the exam before the last filing date as stated on the exam announcement. This form is available upon request at the civil service office and also on-line at [www.cityofnewburgh-ny.gov](http://www.cityofnewburgh-ny.gov)

**CROSS FILING INSTRUCTIONS:** If you have applied to take any other NYS civil service exam(s) on the same date, you must make arrangements to take all the exams at one test site. You must notify all civil service agencies with whom you have filed an application of the test site at which you will appear to take your exams no later than two weeks before the exam date. If you have applied for both State and Local civil service exams, you must make arrangements to take all your exams at the State exam site by calling 518-457-7022 no later than two weeks before the exam date.

**VETERAN'S CREDITS:** A disabled or non-disabled veteran who wishes to establish eligibility for additional credits, must claim these credits on the application and complete the veteran's credit application form inserted with the application. Candidates must also provide proof of war service (DD214) with the application forms.

**NOTICE TO CANDIDATES:**

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law and Rules and Regulations dealing with the rating of examinations will apply to this examination. The passing grade for this exam is 70.0.

**Note to Handicapped or Disabled Candidates and Saturday Sabbath Observes:** If special arrangements for testing are required, indicate so on your application form.

Application are available at the Civil Service Commission City Hall, 83 Broadway, Newburgh, NY 12550, or on-line at [www.cityofnewburgh-ny.gov](http://www.cityofnewburgh-ny.gov).

**THE CITY OF NEWBURGH  
AN EQUAL OPPORTUNITY EMPLOYER**

Thomas Murphy - Chairman  
Vera Best - Commissioner  
John Powell - Commissioner  
Michelle Mills - Administrator

ISSUE DATE: October 17, 2016