

ALLEGANY COUNTY DEPARTMENT OF
HUMAN RESOURCES/CIVIL SERVICE

7 Court Street, Room 216
Belmont, New York 14813
Telephone: 585-268-9212 Fax: 585-268-9742

**A NON-REFUNDABLE APPLICATION FEE OF \$15.00
MUST ACCOMPANY YOUR APPLICATION FOR EACH EXAMINATION**

**EXAMINATION TITLE: Assistant Director of Planning
OPEN COMPETITIVE**

**NUMBER: 65041
SALARY: \$59,228 annual**

EXAMINATION DATE: October 1, 2022 *

Applications must be received in this office by **4:00 PM August 19, 2022** or be postmarked with that date.

*Please contact this office if you do not receive your admission notice within three days of the examination date.

Vacancies: The eligible list resulting from this exam will be used to fill vacancies and all future vacancies as they occur in the Allegany County Planning Department.

Candidates must have been legal residents of Allegany County or an adjoining county (Wyoming, Livingston, Steuben, Cattaraugus, McKean, and Potter Counties) for at least one month immediately preceding the date of the written examination. Preference may be given to residents of Allegany County or a political subdivision of Allegany County.

An official application form must be filed for each examination. You are responsible for completing all sections of the application. Exam number and title must be recorded on the application. **INCOMPLETE APPLICATIONS MAY BE DISAPPROVED.** For further information/application forms, contact the Allegany County Civil Service Department, 7 Court Street, County Office Building, Belmont, NY 14813-1081 – Phone 585/268-9212.

ATTENTION CROSS-FILERS:
ADDITIONAL REQUIREMENT:

-If you have applied for **both State and Local** government examinations, you must take your examinations at the State examination center. You are required to notify the Allegany County Civil Service Office no later than **two weeks before** the test date by submitting a Cross Filing Form. You will be advised by letter when and where to report for your examinations.

-If you have applied for **other Local** government exams, you may select which location to appear for the exams. You are required to notify the Allegany County Civil Service Office no later than **two weeks before** the test date by submitting a Cross Filing Form. You must also notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your exams.

The Cross Filing Form may be found on our website at: <http://www.alleganyco.gov>, click on Human Resources/Civil Service at the website.

MINIMUM QUALIFICATIONS: Either:

- (A) Master's degree and one (1) year of paid experience in urban, rural, downtown revitalization, municipal planning, or closely related experience; or
- (B) Bachelor's degree and two (2) years of experience as defined in (A); or
- (C) Associate's degree and three (3) years of experience as defined in (A).

APPLICATION FEE: In accordance with Civil Service Law Section 50, this Civil Service Department will be collecting a fee of \$15.00 from examination applicants for each separate examination for which they apply. The **\$15.00** fee applies to this examination. The required \$15.00 fee must accompany your application and must be in the form of either a money order payable to the Allegany County Treasurer or cash (**exact amount only please, we cannot make change**). **PERSONAL CHECKS ARE NOT ACCEPTED.** As **no refund** will be made, you are urged to compare your qualifications carefully with the specified minimum qualifications and file for the exam only if you are clearly qualified.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a 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. **If you can verify eligibility for application fee waiver**, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the application deadline as listed at the beginning of this announcement. Contact the Allegany County Civil Service Department, 7 Court Street, Belmont, NY 14813, Phone: 585/268-9212 for the Application Fee Waiver and Certification form.

DUTIES:

This is an administrative position focusing on the Planning of Allegany County. The incumbent assists in planning, directing, managing and overseeing the activities and operations of Planning initiatives including budget and financial operations, development, implementation and oversight of municipal planning, coordination and collaboration with community leader partners; and development of policies and guidelines. Work is done under the General Supervision of the Director of Planning. The incumbent may supervise staff, and may assume the duties and responsibilities of the Director of Planning in his/her absence. Evening and weekend work is required. Does related work as required.

Scopes / Subjects of examination: A 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.

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.

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.

Community development program planning, including related federal and State laws and programs

These questions test for a comprehensive knowledge of the municipal and regional planning process, and familiarity with the various federal and New York State programs related to community development and the legislative regulations that authorize and fund them.

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.

Test guide:

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>.

Religious Observers – Disabled Persons: If special arrangements for testing are required, please indicate this on your application form.

VETERANS OR DISABLED VETERANS desiring to claim additional credit may make application for such additional credit on their application for examination or at any time between the date of the application and the date of the establishment of the resulting eligible list. Veterans' credit is added only to the score of the exam when the passing grade of 70 or higher is attained by the candidate.

ADDITIONAL EXAMINATION CREDIT TO 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 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 a firefighter or police officer killed in the line of duty 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.

Use of calculators is Recommended. Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. **You will not be permitted to use the calculator function of your cell phone or smart watch.**

This written exam is being prepared and rated by the NYS Dept. of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with the rating of exams will apply to this examination.

ISSUED: July 20, 2022

ALLEGANY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

This announcement is also available on the Internet at: <http://www.alleganyco.gov>, click on Human Resources/Civil Service at the website.