



## **SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT**

105 Ninth Street , Unit 21  
Watkins Glen, NY 14891  
(607) 535-8190 Fax: (607) 535-8193  
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Lorry Johnson  
Personnel Officer

### **Job Opening**

### **Planner**

(\*REVISED)

**Schuyler County Planning Department**

**LAST DATE TO FILE:** Applications will be accepted until the position is filled. Applications will be reviewed as they are received.

**SALARY:** \$50,578 – 69,545 dependent on experience with excellent benefit package ranging from \$10,780 - \$27,928 which includes: NYS Retirement; Health Insurance; option for Deferred Compensation, paid sick, personal, holiday, and vacation time. Information on Management benefits can be found at <http://www.schuylercounty.us/DocumentCenter/View/4349/Management-Confidential-Handbook-?bidId=>

**VACANCY:** At the present time, there is one full time opening in the Schuyler County Planning Department. The person hired will need to take the Civil Service exam at a later date and be reachable on the list to gain permanency in the position.

**HOW TO APPLY:** Submit Civil Service application, résumé, diploma or transcripts (if diploma does not indicate field of study), and list of three professional references to Schuyler County Civil Service, 105 Ninth St., Unit 21, Watkins Glen, NY 14891. Faxed and emailed applications will be accepted.

**RESIDENCY REQUIREMENT:** None

**JOB DESCRIPTION:** This is entry-level professional planning work involving responsibility for the performance of a variety of municipal, regional or community planning assignments. Planners may also serve as staff for advisory boards as assigned. The work delegated to employees in this class consists of professional assignments in keeping with the job level as well as the limited experience required of the incumbents. Within this job concept, however, assignments may increase in complexity and responsibility as employees increase in professional competence. The position will require attendance at night meetings. The work is performed under the general supervision of the Planning Director. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Participates in studies involving research, investigation and analysis of physical, economic and environmental factors related to municipal, regional or community planning;

Prepares materials for meetings, planning and preparation of educational activities, and provides public relations;

May serve as staff for advisory boards, provides administrative support, and performs a variety of research projects;

Leads planning studies, projects and programs as assigned;

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Assists in collection, tabulation and analysis of data, including census statistics, land use, economics, natural resources, etc.;

Helps to prepare charts, drafts, and other illustrative materials;

Assist in all administrative requirements associated with State and Federal grants, including preparation and submission of grant applications, grant administration, program monitoring, and all related activities;

Uses contemporary software in various activities;

Responds to requests and provides information directly regarding the County's GIS and /or Geodetic Reference System; Assists in the operation of the County's GIS including programming, database management, base map creation and maintenance, map production, and application development;

Assist with County Recycling and Solid Waste programing and initiatives;

Performs miscellaneous office work and maintains records of planning unit activities;

Participates in meetings with municipal planning boards, zoning boards, legislative bodies and other public officials providing advice and making recommendations;

Provides assistance to municipalities in preparing comprehensive plans and land use control regulations;

Plans and conducts field studies and surveys as assigned.

**MINIMUM QUALIFICATIONS: Either:**

- A. Possession of a Master's degree in planning, architecture, landscape architecture, environmental studies, natural resources or closely related field, AND one (1) year of full-time professional experience either paid or through an internship, or its part-time equivalent, in administering short and long range planning of land use, zoning, agricultural land preservation programs, infrastructure, development and subdivision in municipal, regional or urban planning; OR
- B. Possession of a Bachelor's degree in planning, architecture, landscape architecture, environmental studies, natural resources or closely related field, AND two (2) years of full-time professional experience either paid or through an internship, or its part-time equivalent, in administering short and long range planning of land use, zoning, agricultural land preservation programs, infrastructure, development and subdivision in municipal, regional or urban planning; OR
- C. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Applications and announcements are available at [www.schuylercounty.us](http://www.schuylercounty.us)  
or the Schuylers County Civil Service Office  
105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190

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