



SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES



PLANNER
\$21.082 per hour

Seneca County has a residency requirement that an applicant must be a resident of Seneca County or one of the six contiguous counties (Cayuga, Ontario, Schuyler, Tompkins, Wayne and Yates) for one month to be eligible for appointment.

DISTINGUISHING FEATURES OF THE CLASS:

This is the entrance level of professional planning work in the County Department of Planning and Community Development. An employee in this class is responsible for performing limited office and field assignments in connection with municipal, regional or community planning projects. Assignments may increase in complexity and responsibility as an employee increases in professional competence. The work is performed under general supervision of the Director of Planning with limited leeway allowed for exercise of independent judgement in carrying out details of the work. Does related work as required.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in Architecture, Geographic Information Systems, Landscape Architecture, Planning, Engineering, Urban Geography or a field related to planning; or
- B. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in any field and two years of experience in municipal or regional planning; or
- C. An equivalent combination of training and experience as defined in (A), and (B) above.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of a valid New York State Driver's License is required, which must be maintained throughout employment.

APPLICATIONS MAY BE OBTAINED FROM AND RETURNED TO:
SENECA COUNTY PERSONNEL OFFICE,
1 DI PRONIO DRIVE, WATERLOO, NY 13165

Applications Accepted Up To:
February 14, 2017
Or Until Position Is Filled

FOR FURTHER INFORMATION, PLEASE SEE REVERSE SIDE.....

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Collects data and participates in studies involving research, investigation and analysis of sociological, economic and environmental factors related to municipal, regional and community planning;

Collects, analyzes and tabulates data on census statistics for use in population, housing, community development and land use reports;

Assists in studies relating to open space, parking, community development, traffic and other facilities for municipalities and other subdivisions of government;

Prepares charts, drafts, working drawings, designs, layouts to scale and other graphic materials;

Obtains and collates statistical data relative to capital improvement programs concerning such subjects as tax base, elements of municipal indebtedness and sources of revenue;

Participates in meetings with civic and business leaders, village and town boards and planning committees to determine regional and community planning needs;

Reviews and critiques requests for zoning variances, land use changes and subdivision plans, and assists in redesigning the residential, commercial or industrial components to conform to the municipality's zoning and subdivision requirements;

Attends neighborhood, community development and housing meetings to offer staff assistance in interpretation of State and Federal regulations relative to community planning projects and programs

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the purposes, principles, terminology and practices employed in municipal planning; working knowledge of the sociological, economic, environmental, engineering, design and research factors in problems involved in community planning; thorough knowledge of GIS tools and personal computing as they apply to planning and development studies and projects; working knowledge of the principles and practices of drafting, mapping and graphic visual methods as applied to community planning; working knowledge of current accepted methods for collection, analysis and interpretation of statistical data for planning purposes; working knowledge of basic research methods and techniques used in municipal planning; ability to understand complex oral and written directions; ability to conduct field studies and research projects in development of community planning projects; ability to get along well with others; physical condition commensurate with demands of the position.

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