



CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

3 N. Erie Street • Room 144 • Gerace Office Building, Mayville, NY 14757-1007 • Email cchrs@chqgov.com
Phone (716) 753-4237 • Fax (716) 753-4686 • Website www.chqgov.com

JUNIOR PLANNER

Permanent Full-Time position @ 35 Hrs./Wk.
Salary starts @ \$26.83/Hour
Including Full Benefits

The Chautauqua County Department of Planning and Development is currently seeking qualified applicants to fill an immediate full-time opening in the title of Junior Planner in their Dunkirk Office. Employees of this class are responsible for specific phases of moderately difficult planning projects or may be in charge of a phase of a complex study. Work performed involves office work and field assignments, including; researching, analyzing and developing planning programs, policy development and grant writing/administration in connection with municipal, regional, or community planning. Work is performed under the general direction of the Director of Planning and Development. Supervision may be exercised over technical and clerical staff. Does related work as required.

Position will be filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

All applicants must meet the minimum qualifications listed below and MUST submit an application available on the Chautauqua County Government's website: www.chqgov.com click on "Employment" in order to be considered for the position. **No resumes, emailed or faxed applications will be accepted.**

Please mail completed applications to:

Chautauqua County Department of Human Resources
Gerace Office Building
3 North Erie St – Rm 144
Mayville, NY 14757

Equal Opportunity Employer

JUNIOR PLANNER

DISTINGUISHING FEATURES OF THE CLASS: Employees of this class are responsible for specific phases of moderately difficult planning projects or may be in charge of a phase of a complex study. Work performed involves office work and field assignments, including; researching, analyzing and developing planning programs, policy development and grant writing/administration in connection with municipal, regional, or community planning. Work is performed under the general direction of the Director of Planning and Development. Supervision may be exercised over technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Director of Planning and Development and other staff as requested in preparing the various elements of municipal, regional and community planning projects;
Prepares and completes various elements of planning processes such as State Agricultural

District Reviews; environmental reviews of county and local projects; farmland protection plans; policy development; feasibility reports and related plans and reports;
Represents Planning and Development Department at meetings;
Interfaces with, and works collaboratively with, county departments, boards, and agencies on planning projects;
Assists localities, developers and individuals in dealing with planning aspects of their programs;
Assists in the review of referrals consisting of comprehensive plans, zoning ordinances and local laws, special use permits, site plans, and use or area variances;
Researches, collects and analyzes data necessary to complete elements of planning process and related policy development;
Writes grant applications and assists in the administration of awarded grants;
Develops and assists with presentation of educational and informational programs on current planning and zoning issues and various phases of development to local governments, agencies and individuals.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the purposes, principles, terminology and practices employed in environmental, municipal, regional or community planning; good knowledge of current methods for collecting, analyzing and interpreting statistical data; good knowledge of research methods and techniques; working knowledge of zoning and subdivision practices; working knowledge of state, county, and municipal laws and guidelines related to the field; working knowledge of current problems and literature in the field; familiarity and ability to use common office and graphics software; ability to understand complex oral and written directions; ability to assign and check the work of others; ability to communicate and deal effectively with others; initiative and resourcefulness; good judgment; tact; physical condition commensurate with the demands of the position.

MUST MEET MINIMUM QUALIFICATIONS:

OPEN COMPETITIVE - Either:

- A. Graduation from a New York State registered or regionally accredited college or university with a Master's degree in Architecture, Economics, Civil Engineering, Environmental Studies, Geography, Planning, Political Science, Public Administration or a field closely related to the aforementioned list, OR
- B. Graduation from a New York State registered or regionally accredited college or university with a Bachelor's degree in the fields listed in (A) above and two (2) years of technical and/or administrative work experience in municipal, county or regional planning.

NOTE: Qualifying technical/administrative planning experience must have been a primary component of the job in the preparation of long-range comprehensive development plans connected with municipal, regional, and community planning. Work activities must be closely related to planning activities such as land use analysis, environmental issue analysis, capital programming, economic analysis, grant writing/administration, fiscal analysis, recreation planning, waterfront planning or transportation planning. Qualifying experience may also include legal research, consultative or college level instructional experience in these fields.