



CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

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JUNIOR PLANNER

Full-Time w/Benefits

Salary Range: \$26.05 - \$33.35/hr

35 Hrs./Wk.

Interested candidates **MUST** complete a Chautauqua County Application for Employment and/or Examination available at www.chqgov.com click on "Employment." Resumes will not be accepted unless accompanied by an original application. Once application is complete, print and send to the Chautauqua County Department of Human Resources office for consideration.

Only applicants meeting minimum qualifications listed below will be considered for appointment. This position will be filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

DESCRIPTION OF POSITION: The Chautauqua County Department of Planning and Development is urgently seeking qualified applicants for the position of Junior Planner out of the Dunkirk, New York 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.

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 the Department of Planning and Development 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 processes and related policy development;
- Writes grant applications and assists in the administration of awarded grants;
- Develops and assists with the 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, and 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 ONE OF THE FOLLOWING MINIMUM QUALIFICATIONS: 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.

Equal Opportunity Employer