

SPECIAL PROJECTS COORDINATOR

The Chautauqua County Department of Planning and Development (CCDPD) is seeking to fill two (2) Full-Time Special Projects Coordinator positions, one in Dunkirk and one in Jamestown. One position will involve the development and execution of planning and/or economic development programs administered through the CCDPD, including but not limited to: contracts management; administration of the 3% occupancy tax program for tourism development; capital projects planning and implementation; and supporting priority economic development projects in partnership with the County of Chautauqua Industrial Development Agency (CCIDA) and Chautauqua County Partnership for Economic Growth (CCPEG), among other related activities. The other position involves the coordination of development projects and infrastructure programs and initiatives as administered through the CCDPD and Department of Public Facilities (DPF) Division of Engineering. Activities include identifying, developing, funding, and implementing a wide-range of site and infrastructure related projects, including but not limited to: industrial park development; broadband internet expansion; brownfields monitoring/redevelopment; water/sewer project coordination site analysis; complete streets and trails initiatives; among others. Both positions are 35 hours per week, Monday through Friday. Work performed is under the general direction of a County Planning & Development division manager with wide latitude granted for the exercise of independent judgment and developing program initiatives. Both positions offer the opportunity to make a meaningful difference in achieving economic prosperity and improving quality of life in Chautauqua County, while working as part of a dynamic and energetic team of professionals.

Chautauqua County Government offers a comprehensive benefit package that includes:

- Health Insurance including Dental and Vision
- Health Savings Account partially funded by the County
- 13 Paid Holidays
- Generous Vacation and Sick Accruals
- 2 Personal Days per year
- Employee Assistance Program
- Retirement Savings Programs; including NYSLERS Pension and additional Deferred Compensation
- Eligible for Federal Student Loan Forgiveness Program
- And Much More!

Minimum Qualifications: Graduation from a regionally accredited or New York State registered college or university with a Master's degree plus two (2) years of experience in community planning, economic development or a closely related field, OR possession of a Bachelor's degree and three (3) years of experience.

These positions are being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title. An incumbent will be chosen from approved applications received.

Application Process: Interested candidates must complete an original Chautauqua County Government Application for Employment/Examination available on the county's website: chqgov.com and return it to Chautauqua County Department of Human Resources, Gerace Office Building – Room 144, 3 North Erie St, Mayville, NY 14757.

Chautauqua County Government is an Equal Opportunity Employer

Special Projects Coordinator Job Description

DISTINGUISHING FEATURES OF THE CLASS: This is a position that assists in the coordination of programs, staff and activities for the Chautauqua County Department of Planning and Development. The position primarily focuses on the functions of planning and community development, but works closely with its economic development partners. This position involves some professional and administrative duties, but reports directly to the Deputy County Executive for Economic Development in that person's

role as defined by Sections 2.09 and 6.00 of the Chautauqua County Administrative Code. Some supervision is exercised over the work of technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists with oversight of the department personnel, planning programs, and community/economic development efforts in areas such as contracts, grants, business, industrial, economic, tourism and transportation;
- Makes recommendations concerning special permits, variances, of adoption/amendment of zoning regulations, upon referral from municipalities pursuant to Section 239-m of the General Municipal Law (GML);
- Maintains strong relationships with municipalities, promoting inter-municipal cooperation and partnerships and makes available to cities, towns, and villages in Chautauqua County, at their request, advice and assistance on matters relating to the planning function;
- Assists with the coordination and provides staff support for the Chautauqua County Planning Board in their general business;
- Promotes, encourages, and assists with the development of planning programs and initiatives in the County consistent with policies set by the County Executive, County Legislature and applicable engaged agencies;
- Conducts studies and examines factors relating to planning and community/economic development and recommends approaches to meet the goals of established programs and/or recommendation of new program initiatives;
- Assists with the review, oversight, and direction of contracts and funding programs allocated to various agencies by the County through the Department of Planning and Development;
- Acts as liaison with public and private agencies within the County that request assistance or desire staff support consistent with County policy in the assigned areas of planning and community development.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the purposes, principles, terminology and practices employed in municipal and community planning; thorough knowledge of the demographics and geography of Chautauqua County; thorough knowledge of current methods for collecting, analyzing and interpreting statistical data; thorough knowledge of current problems facing the County and issues generally in the planning field as posed in current literature; good knowledge of the procedures and formats used in the submission of grants; skill in the preparation of written reports; ability to assemble factual data and prepare diagrams and reports; ability to plan and supervise the work of subordinate staff; thorough knowledge of research methods and techniques; ability to understand complex oral and written directions; integrity; physical condition commensurate with the demands of the job.

SUGGESTED MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's degree and two (2) years of experience in community planning, economic development or a closely related field, OR
- B. Possession of a Bachelor's degree and three (3) years of experience as specified in (A) above.