



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

SENIOR PLANNER

Permanent Full-Time position @ 35 Hrs./Wk.
Salary starts @ \$29.98/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 Senior Planner in their Dunkirk Office. Employees of this class are responsible for preparation and/or oversight of specific phases of difficult planning projects and may be in charge of a major phase of a complex study. Work performed involves office work and field assignments, including; higher level research and analyses connected with municipal, regional, and community planning. Work is performed under the general direction of the Director of Planning and Development. Supervision is exercised over subordinate level professional and non-professional 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

SENIOR PLANNER

DISTINGUISHING FEATURES OF THE CLASS: Employees of this class are responsible for preparation and/or oversight of specific phases of difficult planning projects and may be in charge of a major phase of a complex study. Work performed involves office work and field assignments, including; higher level research and analyses connected with municipal, regional, and community planning. Work is performed under the general direction of the Director of the Director of Planning and Development. Supervision is exercised over subordinate level professional and non-professional staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Director of Planning & Development as requested, in preparing, implementing, and managing the various elements of municipal, regional and community planning projects and research and special studies projects;

Meets with and supports the needs of the County Planning Board as well as other county boards, departments, and agencies, while working in a collaborative setting to address current needs and planning issues;

Prepares and supervises subordinate staff in the preparation of: Physical plans dealing with comprehensive planning, land use regulations, agricultural districts, transportation plans, waterfront and recreation planning, health planning and the like; Environmental plans to include required environmental reviews of selected county and local projects; fiscal plans to include capital project reviews, grants, utility feasibility reports and other cost benefit reports;

Writes grant applications and assists in the administration of awarded grants;

Represents the Department of Planning and Development at meetings and seminars by presenting results of the division's work and receives comments;

Acts as an adviser to localities, developers, and individuals in dealing with planning aspects of their programs;

Prepares draft planning and zoning provisions designed to resolve existing municipal needs;

Conducts or directs the review of major municipal referrals consisting of comprehensive plans, zoning ordinances and local laws, special use permits, site plans, and use or area variances;

Develops and presents educational and informational programs on various phases of development to local governments, agencies and individuals.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the purposes, principles, terminology and practices involved in municipal, county or regional planning; thorough knowledge of current methods for collecting, analyzing and interpreting statistical data; good knowledge of legislation, applicable laws and current problems and professional literature in field of planning; ability to prepare and supervise the preparation of complex and detailed comprehensive plans for municipal and county development; familiarity and ability to use common office software and Geographic Information System programs; ability to understand complex oral and written directions; ability to plan and supervise 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, Environmental Studies, Geography, Planning, Public Administration or a field closely related to the aforementioned list and two (2) years of technical and/or administrative work experience in municipal, county or regional planning, 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 four (4) 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.