NOTICE OF VACANCY

DEPARTMENT: ECONOMIC DEVELOPMENT, TOURISM, PLANNING

JOB TITLE: SENIOR PLANNER

HOURLY RATE: $26.78 (Grade 14, Step 0)

POSTING DATE: APRIL 27, 2022

DEADLINE: MAY 4, 2022

This is a full-time, provisional appointment. Permanent appointment is contingent upon Civil Service examination.

The Senior Planner is the mid-level position in the professional planning classification series, with responsibilities spanning the full spectrum of planning functions encountered by a developing county. Successful performance of the work requires a professional background as well as skills in coordinating complex assignments with those of other county departments, public agencies, and local government. It is distinguished from the lower-level classification of Planner in that the Senior Planner handles more complex applications with considerable latitude in the exercise of independent judgment to perform the duties of the position. Supervision may also be exercised over a small number of subordinate personnel. Policy and administrative direction is provided by the Deputy County Administrator. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles, practices, techniques, terminology and laws employed in municipal, community and regional planning, and economic development; Good knowledge of methods and techniques of effective technical report preparation and presentation as well as research methods and sources of information related to growth and development, recent developments, current literature, and sources of information; Good Knowledge of the principles and practices of GIS based drafting, mapping and graphic visual methods in the use and application of GIS; Ability to ensure program compliance with federal, state, and local rules, laws, and regulations; Ability to interpret and apply pertinent laws, rules and regulations; Ability to research, prepare and analyze technical and administrative reports, statements, and correspondence; Ability to use several specialized planning tools, including personal computers, cameras, scanners, and global positioning devices; Ability to learn and utilize new technology; Ability to establish and maintain cooperative working relationships with those contacted in the course of work, both within and outside the organization; Ability to effectively train technical planning support staff and supervise less experienced planning staff, as assigned; Ability to understand complex verbal and written directions; Ability to communicate clearly and concisely, both verbally and in writing, including public presentations; Initiative and resourcefulness; Tact; Good judgment; Good organizational skills; Professional business appearance.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State registered college or university with a Master’s Degree in Land Use Planning, Urban, Regional or City Planning, Environmental Sciences, Engineering or Architecture, or a closely related field, and one (1) year of full-time paid experience in municipal, community or regional planning or related work;

OR

B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor’s Degree in Land Use Planning, Urban, Regional or City Planning, Environmental Sciences, Engineering or Architecture, or a closely related field, and two (2) years of full-time paid experience in municipal, community or regional planning or related work;

OR

C. An equivalent combination of training and experience as described in A. and B.

SPECIAL REQUIREMENT: Possession of a valid New York State driver’s license at the time of appointment which must be maintained throughout employment and also must have access to transportation to meet fieldwork requirements in a timely and efficient manner. The job may involve extensive travel to all parts of the county and occasional travel out of the county.

NOTE: Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a drug screen and background check.