**TO:** All  
**FROM:** Planning  
**DATE:** 5/18/22  
**SCHEDULE:** 8:30 am - 4:30 pm  
**SALARY:** $29.15  
Provisional  
Full Time  

**JOB DESCRIPTION:** Assisting Planning Commissioner in community planning and zoning. Performs difficult, complex duties in field of community planning. Work performed under general supervision w/considerable leeway for independent judgment in applying accepted theory and practice to individual problems. Direct supervision is exercised over planning staff. Performs related tasks as required. Thorough knowledge of terminology, principles and practices used in community and regional planning; good knowledge of zoning and subdivision practices; site plan interpretation, review; good knowledge of modern methods of collecting, analyzing, interpreting statistical and physical planning data; good knowledge of current developments and literature in the planning field; understanding and interpreting maps, charts and graphs; good knowledge of research methods and techniques; ability to conceive, organize, conduct physical planning studies; ability to comprehend complex verbal, written instructions; ability to plan, supervise work of others; ability to express oneself effectively verbally and in writing; tact; initiative; resourcefulness; good judgment; good physical condition.

**QUALIFICATIONS:**  
A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in City or Regional Planning, Architecture, Landscape Architecture, Civil Engineering, Municipal Government or other field related to Community Planning and one (1) year of satisfactory experience in research, administrative or instructional work concerned with city, urban or regional planning; or  
B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor’s Degree in City or Regional Planning, Architecture, Landscape Architecture, Civil Engineering, Municipal Government or other field related to Community Planning and two (2) years of satisfactory experience in research, administrative or instructional work concerned with city, urban or regional planning.

**APPLICATIONS:** Kevin Meindl  
Planning Commissioner  
400 E. Church St.  
Elmira, New York 14901  
kmeindl@chemungcountyny.gov

**DEADLINE:** 5/31/2022

**NOTE:** Position creation is contingent upon Legislature approval