



# CATTARAUGUS COUNTY CIVIL SERVICE HUMAN RESOURCES DEPARTMENT

303 Court Street \* Little Valley, NY 14755 \* (716) 938-2281 \* FAX (716)938-2759

John R. Searles, Personnel Officer

Kristine M. Phinney, Deputy Personnel Officer

## PLANNER (Provisional Appointment)

Economic Development, Planning, and Tourism

303 Court Street

Little Valley, NY 14755

<u>Title</u>	<u>No. Positions</u>	<u>Salary</u>
Planner	1	Grade 23: \$30.18 per hour
*Provisional Appointment		General Bargaining Unit

*\*Permanent appointment requires successful completion and placement thru the Civil Service examination process.*

The work involves performing studies primarily concerned with physical development and governmental services within Cattaraugus County. The incumbent also does technical drawings for the Planning Department and may participate in other studies of other planning topics. Duties are performed under the direct supervision of the County Planning Director with some leeway allowed for the use of independent judgement in carrying out the details of the work. A Planner does related work as required.

### Minimum Qualifications: Either:

- Possession of a Bachelor's Degree in Planning, Landscape Architecture, Public Administration, Engineering, Environmental Studies or closely related field, including or supplemented by successful completion of three (3) credit hours in Mechanical or Engineering Drawing or Graphics, Computer-aided Design, or related field; OR
- Possession of an Associate Degree in Planning, Landscape Architecture, Public Administration, Engineering, Environmental Studies or closely related field, and two (2) years of experience in municipal, community or regional planning which must have included mechanical or engineering drawing or graphics, or computer-aided design; OR
- Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in municipal, community or regional planning which must have included mechanical or engineering drawing or graphics, or computer-aided design; OR
- An equivalent combination of training and experience as defined by the limits of A), B) and C).

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

**Interested applicants must complete a Civil Service Application and submit it prior to 11:59pm on September 30, 2023 to:**

Cattaraugus County Civil Service

303 Court Street

Little Valley, NY 14755

Applications are available at the Cattaraugus County website: <https://cattco-portal.mycivilservice.com> .

**Cattaraugus County - an Equal Opportunity Employer**

**Re-Issued:** September 8, 2023