CATTARAUGUS COUNTY CIVIL SERVICE
HUMAN RESOURCES DEPARTMENT

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

Kristine M. Phinney, Personnel Officer

DEVELOPMENT SPECIALIST - Provisional Appointment

Economic Development, Planning, and Tourism

303 Court Street

Little Valley, NY 14755

Title	No. Positions	Salary
Development Specialist	1	Grade 23: $30.18 per hour
*Provisional Appointment		General Bargaining Unit

Permanent appointment requires successful completion and placement through the Civil Service examination process.

The work is in the Department of Economic Development, Planning, and Tourism, and involves providing assistance to Cattaraugus County and its communities helping to identify and meet their development needs in the areas of economic, industrial, and community development. Duties are performed under general supervision with allowance made for the use of independent judgement and critical thinking in carrying out the details of the work. Supervision may be exercised over subordinate clerical personnel. A Development Specialist does related work as required.

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma and either:

A. Possession of a Bachelor's Degree in Planning, Business or Public Administration, Economics, Accounting, Finance, Marketing, Public Relations, Journalism, Communications, English, Travel and Tourism, or closely related field;

OR

B. Possession of an Associate Degree in Planning, Business or Public Administration, Economics, Accounting, Finance, Marketing, Public Relations, Journalism, Communications, English, Travel and Tourism, or closely related field AND two (2) years of experience in planning, economic development, business or public administration, accounting or finance, marketing, public relations, journalism, or a position regularly involving narrative writing and editing responsibilities;

OR

C. Four (4) years of experience in planning, economic development, business or public administration, accounting or finance, marketing, public relations, journalism, or a position regularly involving narrative writing and editing responsibilities;

OR

D. 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 December 27, 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

Issued: December 13, 2023