

Personnel and Civil Service

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



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Bethany O'Rourke Personnel Officer

NOTICE OF VACANCY

TOWN PLANNING AND ZONING ADMINISTRATOR – Town of Owego

Date of Issue: 10/18/2019. This is an important administrative position involving responsibility for the enforcement of planning and zoning codes and the decisions of the Planning Board and Zoning Board of Appeals. Work is performed according to policies set by the Town Board with wide leeway for exercise of independent judgment in application to particular problems.

The title of Town Planning and Zoning Administrator is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **An examination is anticipated for 2020.**

- Status:** Provisional, pending permanent appointment from eligible list
Work Hours: Full time, days; involves monthly evening hours to attend Board meetings
Salary: To be determined, based on experience; benefit package available
Location: Town of Owego Town Hall

MINIMUM QUALIFICATIONS: Graduation from high school or possession of high school equivalency and EITHER:

- a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Planning, Architecture, Landscape Architecture, Engineering, or a closely related field and two (2) years of full-time paid experience (or it's part-time equivalent) in municipal, community or regional planning; **OR**
- b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Planning, Architecture, Landscape Architecture, Engineering, or a closely related field and four (4) years of full-time paid experience (or it's part-time equivalent) as indicated in a) above; **OR**
- c) Six (6) years of progressively responsible experience as indicated in a) above; **OR**
- d) An equivalent combination of training and experience within the limits of a), b) and c).

Apply to: Town of Owego Supervisor's Office
2354 State Route 434
Apalachin, NY 13732
Office: 607-687-0123
Fax: 607-687-5191

Apply by: Applications will be accepted until position has been filled.