



Chautauqua County  
**DIVISION OF PLANNING AND COMMUNITY DEVELOPMENT**

2 South Portage Street • Westfield, New York 14787  
Phone (716) 753-4063 • [www.planningchautauqua.com](http://www.planningchautauqua.com)

---

December 12, 2019

**Planning Technician Position, Full-Time**

Chautauqua County, located in Western New York, has a population of over 129,000 residents and thousands of visitors each year. The County is home to five lakes, including beautiful Chautauqua Lake and Lake Erie. With its many quaint villages, family owned farms, numerous outdoor recreational activities, and the Lake Erie Wine Trail, Chautauqua County offers diverse opportunities for everyone. In addition, Chautauqua County is proud to be the home of Southern Tier Brewing Company, the new Jamestown Brewing Company, the National Comedy Center, and the widely known Chautauqua Institution.

The Chautauqua County Division of Planning and Community Development (CCPCD) is an award winning division, with offices located in Westfield, New York. The CCPCD is seeking a creative and energetic planner to become a part of our team as a Planning Technician. The Division prides itself on providing a vibrant and supportive team environment in which employees can grow, learn, explore, and be challenged.

The candidate for the position must enjoy working in a team environment and on a diverse and complex range of projects. The diversity of communities in Chautauqua County calls for broad planning knowledge. In the last few years the planning topics covered by the office included, but were not limited to: agricultural and rural planning; food systems planning; solar and wind energy facilities; community revitalization and economic development assistance; mountain biking, cycling, pedestrian, snowmobile, and equestrian trails; Complete Streets; and the development of New York State's largest inter-municipal Local Waterfront Revitalization Program.

Successful candidates for the positions can expect to be a part of a Farmland Protection Plan update; the creation of an Economic Development Strategy; Main Street development and revitalization programs; trail development; other planning programs over the next two years. The Planning Technician will lead the development of regional planning and economic development programs and initiatives; assist county departments and local municipalities in their planning endeavors; and may be called upon to write and/or administer grants. While being an integral part of the team, the successful candidate must be self-directed and have excellent project and time management skills.

The position is a competitive civil service position and will be filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title. For a description of duties, minimum qualifications, and an employment application, please visit: <https://chqgov.com/human-resources/employment-opportunities>.

Interested Candidates should complete the Chautauqua County Application for Examination and Employment and send it to:

Chautauqua County Department of Human Resources  
Gerace Office Building, Room 144  
3 North Erie Street Mayville, NY 14757