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| County Seal 2007 |  |  |  |  |
| **CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES** |
| 3 N. Erie Street • Room 144 • Gerace Office Building, Mayville, NY 14757-1007 • Email cchrs@co.chautauqua.ny.usPhone (716) 753-4237 • Fax (716) 753-4686 • Website www.co.chautauqua.ny.us |

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**PLANNING TECHNICIAN**

**Full-Time w/Benefits**

**Salary Range: $21.99 - $27.96/hr**

**35 Hrs./Wk.**

**Interested candidates MUST complete a Chautauqua County Application for Employment and/or Examination available at** [**www.chqgov.com**](http://www.chqgov.com) **click on “Employment.” Resumes will not be accepted unless accompanied by an original application. Once application is complete, print and send to the Chautauqua County Department of Human Resources office for consideration.**

**Only applicants meeting minimum qualifications listed below will be considered for appointment. This position will be filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.**

DESCRIPTION OF POSITION: The Chautauqua County Department of Planning & Development is urgently seeking qualified applicants for the position of Planning Technician out of their Jamestown, New York office. This is a responsible technical position related to various phases of community and regional planning. Work involves frequent contact with the general public and municipal officials, and requires accuracy, tact, and confidentiality. Work is performed under the general direction of the Director of Planning & Development. Does related work as required.

TYPICAL WORK ACTIVITIES:

* Prepares planning maps, drawings, charts, designs, spreadsheets, layouts and other materials;
* Assists in the collection and analysis of data for the preparation of the county planning program including land use and zoning, streets and highways, parks and recreation, watershed, and natural resource studies;
* Assists in the collection, organization, and analysis of statistical data necessary for the preparation of planning studies;
* Coordinates field studies of special planning problems and zoning, typically through the use of GIS;
* Coordinates economic studies;
* Assists in the preparation of grant applications; and
* Represents the Department of Planning & Development at meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the purposes, principles, terminology, and practices employed in environmental, municipal, regional, or community planning; working knowledge of current methods for collecting, analyzing, and interpreting statistical data; working knowledge of research methods and techniques; working knowledge of zoning and subdivision practices; some knowledge of state, county, municipal laws and guidelines related to the field; some knowledge of current problems and literature in the field; familiarity and ability to use common office software and Geographic Information System programs; ability to understand complex oral and written directions; ability to collect, tabulate and analyze statistics; ability to communicate and deal effectively with others; initiative and resourcefulness; good judgment; tact; and physical condition commensurate with the demands of the position.

**MUST MEET ONE OF THE FOLLOWING MINIMUM QUALIFICATIONS**: Either:

1. Graduation from a New York State registered or regionally accredited college or university with a Bachelor's degree in Architecture, Economics, Civil Engineering, Environmental Studies, Geography, Planning, Political Science, Public Administration, or a field closely related to the aforementioned list, OR
2. Graduation from a New York State registered or regionally accredited college or university with an Associate's degree in the fields listed in (A) above and two (2) years of technical and/or administrative work experience in municipal, county, or regional planning, or as a planner for a planning/engineering consulting firm.

NOTE: Qualifying technical/administrative planning experience must have been a primary component of the job in the preparation of long-range comprehensive development plans connected with municipal, regional, and community planning. Work activities must be closely related to planning activities such as land use analysis, environmental issue analysis, capital programming, economic analysis, grant writing/administration, fiscal analysis, recreation planning, waterfront planning, or transportation planning. Qualifying experience may also include legal research, consultative, or college level instructional experience in these fields.

Equal Opportunity Employer