

POSITION AVAILABLE

Issued: 04/28/2025

www.steubencountyny.gov

Steuben County, New York is currently recruiting candidates for the provisional position of

PLANNER

This position is located at the Steuben County Department of Planning.

The work involves responsibility for the performance of limited office and field assignments in connection with municipal, regional, community, and environmental planning activities in the County Planning Department, Regional Planning and Development Board, or any other municipality under the jurisdiction of the Steuben County Department of Personnel and Civil Service. The work is carried out in accordance with well-established and accepted modern professional planning techniques and procedures and involves assisting higher-level professionals by providing support in all of the planning activities/projects undertaken by the department/agency. Since this is the entry-level position for college graduates who have specialized in their studies as described further in this specification, assignments are in keeping with the job level as well as the limited experience required of incumbents, with assignments increasing in complexity and responsibility as employees increase in professional competence. Work is performed under the direct supervision of a higher-level planning professional, with detailed instructions being given for all new or unusual assignments and some leeway allowed for the exercise of independent judgment in the carrying out of the routine details of assignments. Direct supervision at times may be exercised over the activities of non-professional staff assisting with particular projects. Does related work as required.

CANDIDATE MUST BE SUCCESSFUL IN A CIVIL SERVICE EXAMINATION AT A LATER DATE.

RESIDENCY REQUIREMENT Candidates must have been legal residents of **New York State**.

MINIMUM QUALIFICATIONS

Either:

- (a) Graduation from a regionally-accredited or New York State registered college or university with a Master's Degree in Planning, Environmental Studies, Architecture, Engineering, Landscape Architecture, or a closely-related field; or
- (b) Graduation from a regionally-accredited or New York State registered college or university with a Master's Degree in Geography, Government, Economics, Political Science, Sociology, Public Administration, Statistics, or a closely-related field and one year of experience in municipal community or regional planning or related work; or
- (c) Graduation from a regionally-accredited or New York State registered college or university with a Bachelor's Degree in Planning, Environmental Studies, Architecture, Engineering, Landscape Architecture, or a closely-related field and one year of experience in municipal, community or regional planning or related work.

SALARY/BENEFITS

- ✓ \$49,258 - \$61,022 Annually, Depending on Experience
- ✓ NYS Retirement and an excellent benefits package

Original applications accepted until all positions are filled. Send to:

Lindsay Rice, Confidential Secretary
Steuben County Department of Personnel
3 East Pulteney Square
Bath, NY 14810
(607) 664-2345