



Steven M. Neuhaus
County Executive

PRINCIPAL PLANNER ORANGE COUNTY DEPARTMENT OF PLANNING

Orange County, New York, Department of Planning is accepting applications for the position of [Principal Planner](#). This position is currently in the [NYS HELPS program](#) and is not subject to Civil Service Examination. This supervisory position is responsible for specialized professional and technical work related to municipal, community, county, and regional transportation planning, especially as it relates to the federally mandated allocation of federal transportation and capital funds under the auspices of the Orange County Transportation Council, which is the Metropolitan Planning Organization for Orange County (MPO). Work is performed under the supervision of the Commissioner of Planning/MPO Director with latitude allowed for the exercise of independent judgment in carrying out transportation planning activities. Supervision is exercised over subordinate professional, technical and clerical personnel. Related work is performed as required.

MINIMUM QUALIFICATIONS: Either: A) Possession of a Master's Degree in Transportation Planning, Planning or closely related field and four (4) years of experience where the primary function of the position was Regional, County, Municipal or Transportation planning activities, two (2) years of which must have been in a supervisory capacity in the field of transportation planning; OR B) Possession of a Bachelor's Degree in Transportation Planning, Planning or closely related field and six (6) years of experience as outlined in (A) above, two (2) years of which must have been in a supervisory capacity in the field of transportation planning.

Some typical work activities related to the Transportation and Transit Units include:

- Overseeing grant program management including financial recordkeeping, and grant application, reimbursement and reporting requirements;
- Coordinating the formulation, assignment, and scheduling of reports, planning studies, program services, and performance reviews in concert with department staff, consultants, and other regional, federal, state, and local entities;
- Organizing and analyzing data for plans and studies and to monitor performance, compliance or plan service improvements;
- Preparing reports and recommendations;
- Ensure effective public participation, education, and communication regarding delivery of department and Transportation Council services and/or programs;
- Providing guidance to Transportation Council member municipalities and administering Transportation Council activities.

SALARY: For County Employees – According to CSEA contract for Grade 18. For New Employees – Grade 18, Step 02 – effective Jan 2025 \$49.8268/hr; \$103,639.74 annually (40-hour work week)

FINAL CANDIDATES MUST SUBMIT TO A FINGERPRINT CHECK AND CRIMINAL HISTORY AND BACKGROUND INVESTIGATION. More information is available at: <https://orange-portal.mycivilservice.com/post/jobopps>

SEND RESUME TO:

Commissioner of Planning
Orange County Department of Planning
124 Main Street
Goshen, NY 10924
Or Email Erussell@orangecountygov.com

