

**OTSEGO COUNTY ANNOUNCES THE FOLLOWING VACANCY:**

**Planning Department**  
***Planner***

***\$54,504 - \$64,639***

**DATED: April 23, 2024**

**LAST DAY FOR FILING: May 7, 2024**  
**EOE**

**DISTINGUISHING FEATURES OF THE CLASS:** This position performs office and field assignments in connection with County's Planning and Solid Waste departments. Duties include, but are not limited to county transportation, hazardous mitigation, agriculture/farmland preservation, GIS, census data, 911 addressing, recycling, solid waste management, and miscellaneous topics of local land use law and process. Related duties as required.

**TYPICAL WORK ACTIVITIES:**

- Assists municipal boards, the general public and others to apply planning and land use principals and applications;
- Assists with the County's solid waste and recycling program;
- Assists with the County's 911 addressing program;
- Prepares maps for in-house agencies and local planning boards when requested;
- Assists in collection, tabulation and analysis of data as it relates to County Planning and Solid Waste;
- Prepares reports necessary for the administration of the county transportation, solid waste and recycling program;
- Performs miscellaneous office work and maintains records of planning, solid waste and recycling unit activities;
- Develops comprehensive land use plans by researching and analyzing data such as land use regulations, design controls, historic preservation, environmental laws and any other pertinent information in the development and review of land use plans;
- Assists with answering questions and providing resources to local municipalities;
- Assists with local land use reviews under General Municipal Law 239;
- Acts as a lead on planning projects by coordinating and directing activities such as data collection and analysis, and project implementation;
- Prepares and provides oversight of the preparation of a variety of planning statistics, graphs, plans, designs, charts, records and reports;
- Plans and conducts field studies and surveys to collect demographic and other related planning data;
- Collects, tabulates, and analyzes data for use in connection with census statistics and population reports;
- Collects information and prepares documents for planning boards, site plan reviews, and community and economic development activities;
- Coordinates grant and county-funded activities with other departments and agencies by participating in meetings with department heads to discuss and evaluate the needs of their department;
- Participates in studies involving research, investigation, and analysis of sociological, economic, and environmental factors related to planning;
- Develops plans for large scale proposals involving landscape and architectural design aspects for a county;
- May attend and participate in informational meetings and conferences with municipal officials providing technical assistance and guidance with respect to planning projects and design;
- Related duties as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of the principles of land use planning; comprehensive plans and land use regulations; City, County, State and Federal laws, codes and regulations pertaining to community planning; Knowledge of the sociological, economic, environmental, engineering, designs and research factors in problems involved in community planning; Knowledge of computer hardware and software programs which may include Microsoft Office, Excel, Internet applications and GIS; Knowledge of relevant specialization such as transportation, land use, affordable housing, hazardous mitigation or Geo Informational Systems (GIS), solid waste, recycling; Strong oral communication and interpersonal skills; the ability to work on several projects or issues simultaneously; Creative problem solving skills to gather relevant information to solve problems; the ability to understand complex oral and written directions; the ability to work well and communicate effectively with others; the ability to have tact and good judgment in decision making.

**MINIMUM QUALIFICATIONS:** Either:

(a) Graduation from a recognized college or university with a Bachelor's Degree or higher in Planning, Geography, Environmental Science, Geology, Public Administration or related field and one (1) year of experience or its part-time equivalent in municipal, community or regional planning; OR

(b) Graduation from a recognized college or university with a Bachelor's Degree AND two (2) years of experience or its part-time equivalent in municipal, community or regional planning; OR

(c) An equivalent combination of training and experience.

CLASSIFICATION: Competitive

Applications are available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at [www.otsegocounty.com](http://www.otsegocounty.com).