

ALLEGANY COUNTY DEPARTMENT OF
HUMAN RESOURCES/CIVIL SERVICE

7 Court Street, Room 216
Belmont, New York 14813
Telephone: 585-268-9212 Fax: 585-268-9742

PROVISIONAL OPENING FOR
Planning and Development Specialist

There is a provisional opening in the Allegany County Planning Office for a Planning and Development Specialist.

Salary Range: \$19.33 ~ 23.52/hour

Work involves the independent preparation of complex administrative reports and involves frequent use of independent judgment, in addition to utilization of accounting and bookkeeping techniques. Evening and weekend work is occasionally required of employees in this class. Work is performed under general supervision of higher level Planning/Development professionals. Incumbent leads and participates in clerical work assignments and general office administrative affairs. Does related work as required.

This position will focus primarily on supporting business development in the County for small and mid-size businesses. Background in economic development, marketing, media and public relations, site development, GIS and municipal planning activities are a plus

Thorough knowledge of departmental programs, policies and practices; working knowledge of computer hardware and software programs such as Microsoft Office, Internet applications, econometric or transportation modeling, database management, or GIS; ability and aptitude to learn web site design, basic HTML and evolving technologies; knowledge of relevant programs to assist in development, environment, transportation, land use, community remediation and redevelopment; ability to understand and carry out oral and written directions; ability to work well with others; ability to multitask; clerical aptitude; neatness of appearance; tact and courtesy.

MINIMUM QUALIFICATIONS Either

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree; or
- (b) An Associate's degree and one (1) year of satisfactory experience in Planning or Economic Development.

****This is a competitive class position, provisional candidate *must pass the examination for this position and be ranked among the top three (3) candidates and receive an offer of employment for this position.***

***** Residency -Candidates must be residents of Allegany County or a contiguous county for at least one month prior to the date of exam.***

Interested candidates may submit a complete Civil Service application to the Human Resource/Civil Service Department. There is no fee at this time.

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