SENECA COUNTY PERSONNEL OFFICE
Civil Service Opportunities

PLANNER
2022 Salary: $24.56/per hour
(An exam for this title will be held at a future date. Applicants will receive notification)

APPLICATION DEADLINE: March 31, 2022 OR UNTIL POSITION(S) IS FILLED

**Please read all pages of this notice carefully for Important Civil Service Information**

VACANCY: At present there is one (1) vacancy for this position in the Seneca County Planning Department.

RESIDENCY: Seneca County’s residency requirement of residency in Seneca County or contiguous county for 30 days has been waived for this position. Candidates must be legal residents of New York State at time of application. Preference in appointment may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made for at least one month prior to the date of application and are residents of such municipality at the time of appointment.

TYPICAL WORK ACTIVITIES: (Illustrative Only):
- Collects data and participates in studies involving research, investigation and analysis of sociological, economic and environmental factors related to municipal, regional and community planning;
- Collects, analyzes and tabulates data on census statistics for use in population, housing, community development and land use reports;
- Assists in studies relating to open space, parking, community development, traffic and other facilities for municipalities and other subdivisions of government;
- Prepares charts, drafts, working drawings, designs, layouts to scale and other graphic materials;
- Obtains and collates statistical data relative to capital improvement programs concerning such subjects as tax base, elements of municipal indebtedness and sources of revenue;
- Participates in meetings with civic and business leaders, village and town boards and planning committees to determine regional and community planning needs;
- Reviews and critiques requests for zoning variances, land use changes and subdivision plans, and assists in redesigning the residential, commercial or industrial components to conform to the municipality’s zoning and subdivision requirements;
- Attends neighborhood, community development and housing meetings to offer staff assistance in interpretation of State and Federal regulations relative to community planning projects and programs.
- Assist in the ongoing Geographic Information System (GIS) program development within the department.

MINIMUM QUALIFICATIONS:
A. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor’s Degree in Architecture, Geographic Information Systems, Landscape Architecture, Planning, Engineering, Urban Geography or a field related to planning; or
B. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor’s Degree in any field and two years of experience in municipal or regional planning; or
C. An equivalent combination of training and experience as defined in (A), and (B) above.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:
Possession of a valid New York State Driver’s License is required, which must be maintained throughout employment.

FOR MORE INFORMATION:
SENECA COUNTY PERSONNEL DEPT
1 DiPronio Drive, Waterloo, NY 13165
(315) 539 – 1710

SENeca COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Posting Date: March 9, 2022
APPLICATION FEE: A waiver of the application fee will be allowed if you are unemployed and primarily responsible for the support of a household.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State fingerprint check, to establish eligibility, and/or receive Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families, Food Stamps, Medicaid, Public Housing Assistance) or are certified Job Training Partnership/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver must be submitted in writing on the application form. If you can verify eligibility for a waiver, complete a "Request for Application Fee Waiver and Certification" and submit it with your application and proof of benefits by the close of business on the Application Deadline as listed on this Examination Announcement. A copy of the waiver request form can be obtained from the following link: https://senecca.personnel.ny.gov/Examination/Waiver.html or by calling the Seneca County Personnel Department.

CERTIFICATION: Certification is required only for Public Officer positions.

EXAMINATION FILING OR EXAMINATIONS IN MULTIPLE JURISDICTIONS: If you have applied to take an examination announced by more than one local jurisdiction (district) and are scheduled to be held on the same test date, you must notify each of the local jurisdictions as early as possible (no later than two weeks before the test date), so that arrangements can be made for taking all examinations at one test site. You may apply to any number of jurisdictions making the examinations. Please note that the cost for fingerprinting is the responsibility of the candidate being considered for, or conditionally offered, appointment.

PUBLIC SERVICE LOAN FORGIVENESS: College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Seneca County. Additional information is available at: https://studentaid.ed.gov/loansPSLF

RATINGS AND REVIEW: When this written examination is being prepared and rated by the New York State Civil Service, candidates for appointment in school districts must obtain clearance from the New York State Department of Civil Service in accordance with Section 23.2 of the Public Service Law, the provisions of the New York State Civil Service Rules and Regulations dealing with the rating and review of examinations apply. Otherwise, rating and review of the examination is governed by the Seneca County Civil Service Rules. The time experience must be in a school position.

SPECIAL REQUIREMENTS: No person shall be denied employment opportunity on the basis of race, creed, color, sex, national origin, age, gender identity, sexual orientation, marital status, or arrest and/or conviction record. An arrest record or conviction record shall not preclude an individual from employment unless it is determined that such arrest or conviction record is not related in a significant or direct manner to the qualifications or other exception. Those special regulating test requirements (such as military employment or law enforcement) which require a criminal background check will remain unchanged. The presumption of discrimination on the basis of race, creed, color, national origin, gender, sexual orientation, marital status, or arrest and/or conviction record will be removed.

The Equal Employment Opportunity Commission and/or the New York State Division of Human Rights avoid discrimination on the basis of race, creed, color, national origin, gender, sexual orientation, marital status, or arrest and/or conviction record. In accordance with the New York Civil Service Law, there is no mandatory or permissive affirmative action plan.

WATERFRONT OR FINGERPRINT VERIFICATIONS: A state and or national fingerprint supported background investigation is required before an appointment is made to some positions. If such search is required, the applicant will be responsible to pay the Seneca County Sheriff's Office for such search. Applicants for these positions will be required to undergo a state fingerprint check, to determine eligibility, and/or receive Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families, Food Stamps, Medicaid, Public Housing Assistance) or are certified Job Training Partnership/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver must be submitted in writing on the application form. If you can verify eligibility for a waiver, complete a "Request for Application Fee Waiver and Certification" and submit it with your application and proof of benefits by the close of business on the Application Deadline as listed on this Examination Announcement. A copy of the waiver request form can be obtained from the following link: https://senecca.personnel.ny.gov/Examination/Waiver.html or by calling the Seneca County Personnel Department.

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