



Thank you for your interest in employment with one of the fastest growing, most unique and popular counties in Upstate New York. We are proud to be frequently recognized for a high standard of living and quality of life.

CAREER OPPORTUNITY

“SENIOR PLANNER”

Saratoga County Department of Planning & Economic Development

SALARY: \$65,464 *Plus Excellent Benefits, Compensation Plan and NYS Retirement*****

This is professional work involving responsibility for completing specific phases of community, metropolitan, environmental, regional and industrial planning projects for Saratoga County. Duties are performed under the general supervision of the Director of County Planning and IDA, and/or the project coordinator, with considerable leeway allowed in carrying out the professional details of the task. Incumbent works independently in gathering information and conducting statistical studies in their particular phase of the projects. Supervision of support staff may be required on a project basis. This class is distinguished from Planner in the greater responsibility for specific elements of major detailed comprehensive analysis required. Performs related work as required.

Typical work activities for this opportunity are... (*Illustrative only)

- Plans, formulates, and executes specific phases of community, metropolitan and regional planning projects;
- Prepares and supervises the preparation of a variety of planning and environmental statistics, data plans, designs, charts, records and reports;
- Prepares and supervises the preparation of special studies in such areas as land development, environmental and community impact, transportation systems and community facilities;
- Serves as point of contact with various community, municipal and
- Plans and conducts field studies and surveys;
- Plans and prepares charts, maps and narrative reports;
- Occasionally represents the planning department at conferences of local government officials;
- Conducts community surveys to determine and project local planning needs;

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Minimum Qualifications are, at least...

- A. Master's Degree in Planning, Geography, Urban Studies/Development, Architecture, Government, Public Administration, Statistics, Sociology, or related field and two (2) years of experience in community or environmental planning/management; **OR**
- B. Possession of a Bachelor's Degree in Planning, Urban Studies, Urban Development, Environmental Engineering or Management, Sociology, Geography, Natural Resource Management or closely related field, and four (4) years of experience in community or environmental planning/management; **OR**
- C. Possession of a Bachelor's Degree and six (6) years of professional level experience in community planning or environmental planning & management.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)

***** This position is being offered on a provisional basis pending the results of a Civil Service exam to be scheduled at a later date *****

Qualified Candidates may submit their application & resume to:

Personnel Officer – Civil Service Division
Saratoga County Human Resources Department
40 McMaster Street
Ballston Spa, New York 12020

Applications will continue to be accepted thru September 25, 2023

Application is required for consideration, and available in the Human Resources Office or on our website: www.saratogacountyny.gov Resume **may not** be substituted for Application. Applications must be received in our office by end of business on date indicated. Postmarks *will not* be accepted for this posting. No Fax Submissions.

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct inquires to the Human Resources Office.

Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.