

MADISON COUNTY DEPARTMENT OF HUMAN RESOURCES

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VACANCY ANNOUNCEMENT

PLANNER OR PLANNER TRAINEE

(*COUNTY APPLICATION REQUIRED*- Go to: <https://madison-portal.mycivilservice.com/>)

****Please attach a resume and cover letter through the application portal.****

Madison County, New York seeks a dynamic and engaged candidate for a position as a full-time Planner/Planner Trainee (title is determined by candidate's qualifications) within the Madison County Planning Department. The Madison County Planning Department offers a challenging and progressive opportunity for a self-motivated candidate interested in developing new and innovative projects while also furthering current initiatives.

The incumbent will participate in a broad range of planning activities including comprehensive planning, GIS mapping, grant writing, main street revitalization, public transportation, GML 239 reviews, agricultural programs, and more. Our office also oversees three County parks so there is the opportunity to be involved with park planning and environmental resource management.

The candidate can expect to be cross trained in a variety of fields, as the Planning Department finds itself at the cross section of many projects and disciplines. Madison County contains a unique mix of rural character, quaint villages, as well as several downtown centers, which offer the opportunity to work at a variety of levels. At times one can be expected to work independently and without much supervision, while at other times working within a small group is common. In addition to experience and training, we are also looking for someone that is well-rounded, willing to roll up their sleeves and jump in, and shows an overall interest in making Madison County a better place to live and work.

*****THESE ARE TESTED CIVIL SERVICE POSITIONS*****

PLANNER- MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Master's Degree in Community or Regional Planning, Environmental Studies or a field related to planning; OR
- (B) Possession of a Master's Degree in Architecture, Landscape Architecture, Civil or Environmental Engineering, Economics, Geography, Public Administration, or a closely related field, and one year of full-time paid experience, or its part-time/volunteer equivalent, in the field of municipal, regional or community planning; OR
- (C) Possession of a Bachelor's Degree in Planning, Environmental Studies, Architecture, Landscape Architecture, Civil or Environmental Engineering, Economics, Geography, Public Administration or a closely related field, and one year of the above work experience.

2024 Hire Rate-PLANNER: \$29.13/hr (37.5 hrs/wk)

PLANNER TRAINEE-MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Bachelor's Degree in Planning, Environmental Studies, Architecture, Landscape Architecture, Civil or Environmental Engineering, Economics, Geography, Public Administration or a closely related field; OR
- (B) Possession of an Associate's Degree and two (2) years of full-time paid or its part-time equivalent paraprofessional or professional level work experience in regional, county, community or municipal planning.

NOTE (applies to both positions): Degree(s) must have been awarded by a college or university accredited by a regional, national or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, the candidate 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>. Candidates will be required to pay the evaluation fee.

2024 Hire Rate-PLANNER TRAINEE: \$26.48/hr (37.5 hrs/wk)

Application Deadline: 5/10/2024

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