

FULTON COUNTY PLANNING DEPARTMENT

ANNOUNCES THE FOLLOWING:

PLANNER

**FULTON, MONTGOMERY, HAMILTON, HERKIMER OR SARATOGA
COUNTY RESIDENCY IS REQUIRED**

This is a permanent vacancy in the Fulton County Planning Department.

2026 Salary: \$37.16 per hour

Typical Work Activities:

Participates in studies involving research, investigation and analysis of sociological, economic and environmental factors related to municipal, regional and community planning;

Prepares and supervises planning studies relating to site development, open space, parking, traffic and other community facilities and subdivisions of county government;

Provides planning services to local municipalities with land use and environmental issues including drafting ordinances, comprehensive planning studies, surveys, land use controls, mapping, etc.;

Obtains and collates statistical data relative to 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 requests for zoning variances, land use changes and subdivision plans; and assists in redesigning the residential, commercial or industrial components to conform to municipal land use controls;

Collects and tabulates census data for use in population, housing and land use reports;

Provides staff support to planning boards and advisory groups;

Prepares and administers grant applications;

Inspects and manages public works improvements and buildings to determine deficiencies and plan renovation work;

Imports design plans for county projects, prepared by licensed architects and engineers, creating CADD files to allow retrieval and utilization of those plans for County use;

Resolves problems that arise during projects through negotiations with applicants, contractors, municipalities, etc.;

Reviews plans and specification documents prepared by licensed architects and engineers;

Prepares plans and specifications for work to be completed by contractors;

Creates, operates, administers and maintains a county-wide geographic information system and database;

Identifies data sources, collects and updates data;

Maintains security and control of digital data and databases;

Establishes GIS procedures and protocols for system use and operations;

Sets goals for the GIS program and develops plans to reach these goals;

Creates cooperative agreements with other agencies for data acquisition and data sharing;

Coordinates and works with agencies to achieve project goals;

Prepares maps and reports;

Operates computer-aided design (CADD) system;

Operates and manages GIS software, interfaces and peripheral devices;
Conducts data acquisition with GPS equipment;
Integrates the County GIS into local projects providing assistance through map making or modeling to local municipalities;
Provides technical support to county departments in the development of GIS applications to meet operational needs;
Researches and recommends purchases of software and related hardware;
Performs miscellaneous office work and prepares and maintains a variety of records and reports;
Collects and organizes GIS shape file data sets, adds and removes data sets and provides technical support for iMap project.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Minimum Qualifications:

Graduation from high school, possession of a high school equivalency diploma, or a high school individual education plan diploma, and either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Planning, Civil Engineering, Engineering Technology, Public Administration or a closely related field; or
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Planning, Civil Engineering, Engineering Technology, Public Administration or a closely related field and two years of experience in municipal, community or regional planning involving the application of GIS software; or
- (C) Four years of experience in municipal, community or regional planning involving the application of GIS software; or
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

If qualifying by A, B or D (education options), a copy or photocopy of your official academic transcript showing courses taken and degree conferred (if a degree is required) must accompany your application. If submitting a photocopy, this office must be able to verify it is an official transcript. Your transcript does not have to be submitted in a sealed envelope from the Registrar's Office. If your transcript, as previously described, does not accompany your application, your application will be disqualified.

NOTE: Your degree 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 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.

A Civil Service Examination will be held for this position at a later date.

**Applications should be filed with the
Fulton County Planning Department
1 East Montgomery Street
Johnstown NY 12095
(518) 736-5660**

They can be found on our website at www.fultoncountyny.gov.