

FULTON COUNTY PLANNING DEPARTMENT
ANNOUNCES THE FOLLOWING:

SENIOR PLANNER

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

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

2019 Annual Salary: \$70,210

Typical Work Activities:

- Prepares and supervises the preparation of a variety of planning statistics, data, plans, designs, charts, records and reports;
- Prepares and supervises the preparation of specialized planning projects such as land development, public works, water and wastewater systems, transportation systems, community facilities and others;
- Directs the collection, tabulation and analysis of data for use in connection with census statistics and population reports;
- Plans, conducts and reviews field studies and surveys, topographic maps, Site Plans and evaluates findings;
- Participates in meetings with civic and business leaders to identify and evaluate regional and community planning needs;
- Manages a variety of contracts, processes payments to consultants, engineers and contractors;
- Reviews plans, drawings and bidding documents for various types of construction projects;
- Assists municipalities with administration and enforcement of local zoning and land use controls as well as the New York State Fire Prevention and Building Codes;
- Reviews technical investigations, engineering reports, plans and specifications on a variety of subjects including public works projects, airports, water and wastewater systems, storm drainage systems, electrical, plumbing, heating and ventilation systems, etc;
- Performs onsite inspections to ensure compliance with plans and specifications;
- Obtains permits and approval from local, state and federal agencies;
- Applies to state and federal agencies on behalf of the County to secure project funding;
- Develops and implements SMART Growth Infrastructure Plan for water and wastewater systems;
- Responsible for the creation, operation and management of County Water and Wastewater Districts;
- Responsible for the development and management of a system used to record and track customer accounts utilized in the construction, operation and maintenance of water and wastewater infrastructure;
- Performs miscellaneous office work and maintains records of planning unit activities;
- Prepares and maintains a variety of records and reports.

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 Master's Degree in Planning, Civil Engineering, Engineering Technology, Public Administration or a closely related field and one year of experience in municipal, community or regional planning; or
- (B) 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 and two years of experience in municipal, community or regional planning; or
- (C) 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 four years of experience in municipal, community or regional planning; or
- (D) Six years of experience in municipal, community or regional planning; or
- (E) An equivalent combination of training and experience as defined by the limits of (A), (B), (C) and (D) above.

A Civil Service Examination is currently posted for this position.

Last Filing Date for Exam: May 9, 2019

**Applications should be filed with the
Fulton County Personnel Department
1 East Montgomery Street
Johnstown NY 12095
(518) 736-5574**

**Examination Announcement and Applications
can be found on our website at www.fultoncountyny.gov.**