



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT
ORANGE COUNTY DEPARTMENT OF PLANNING
SENIOR PLANNING ASSISTANT
GRADE 11

Applications are being accepted for the position of Senior Planning Assistant at the Department of Planning. The nature of the appointment is temporary substitute. Once the permanent holder attains status in another position, the position will become provisional, pending the outcome of a Civil Service Examination. Civil Service Examination will be announced at a later date. The work involves responsibility for serving as the lead worker in the delivery of administrative and grant support in Divisions within the Planning Department. This class differs from Planning Assistant by virtue of emphasis on grant work related to application, tracking of expenditures and applying for grant reimbursement. The incumbent is responsible for the completion of Federal and State grant reporting. Work is performed under general supervision within the Division, in accordance with established policies and procedures and with latitude to exercise independent judgment in carrying out the details of the work. Oversight may be exercised over the work of subordinate staff. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (A) Bachelor's Degree in Planning or Environmental Studies, Policy or Public Administration, Public Policy or Political Science or Management or Urban Studies or related field and one (1) year of full-time office clerical work experience which shall have included data gathering and preparation of detailed reports; OR
- (B) Completion of 60 college credit hours and three (3) years paid work experience as defined in (A) above; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of full time paid work experience as defined in (A) above; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) or (C) above.

Note: Your degree or credits 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 or credits were 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.

Salary: County Employees – According to CSEA contract for Grade 11
New Employees – Grade 11: \$30.8685/hr; \$64,206.48 annually (40-hr work week)

FINAL CANDIDATES MUST SUBMIT TO A FINGERPRINT CHECK AND CRIMINAL HISTORY AND
BACKGROUND INVESTIGATION.

SUBMIT RESUME, THREE (3) REFERENCES, AND APPLICATION TO:

Commissioner of Planning
Orange County Department of Planning
124 Main Street
Goshen, NY 10924
Or via email to:
erussell@orangecountygov.com

Open announcement until position is filled

Employment applications can be downloaded from Orange County's website. Please visit www.orangecountygov.com and follow the link to the Department of Human Resources page.
Or download directly here: [Application for Employment Application](#)

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