



## Planner

### Orange County Department of Planning

Applications are now being accepted by the Department of Planning to fill a Planner vacancy. The Department of Planning is the host agency for the Orange County Transportation Council (OCTC), which is the Metropolitan Planning Organization (MPO) for Orange County. The Planner in this position will primarily be assigned to the OCTC work program. The nature of the appointment is temporary substitute. Once the permanent holder attains status in another position, this position will become provisional pending outcome of Civil Service exam. Civil Service Exam is required for permanent appointment (exam date to be announced at a later date).

The work involves responsibility for assisting in the administration of OCTC programs and contributing to the preparation of studies, surveys and special planning projects as administered through the Orange County Department of Planning and OCTC. The Planner in this position will have the opportunity to contribute to the Long-Range Transportation Plan (LRTP), Unified Planning Work Program (UPWP) and Transportation Improvement Program (TIP) development. The work is carried out in accordance with established policies and procedures and involves the performance of a variety of planning activities. Work is performed under the general supervision of the Commissioner of Planning with latitude for independent judgment in carrying out the details of the work. As incumbents gain planning work experience, supervision may be exercised over assigned staff. Does related work as required.

#### **MINIMUM QUALIFICATIONS: Either:**

- (A) Possession of a Master's degree in Community, Regional, Urban or City Planning; OR
- (B) Possession of a Master's degree in Architecture, Civil Engineering, Environmental Studies, Geographic Information Systems, Geography, Government, Historic Preservation, Landscape Architecture, Public Administration or related field and six (6) months of experience in municipal, county or regional planning; OR
- (C) Possession of a Bachelor's degree in Community, Regional, Urban or City Planning, Architecture, Civil Engineering, Environmental Studies, Geographic Information Systems, Geography, Government, Historic Preservation, Landscape Architecture, Public Administration or related field and two (2) years of experience in municipal, county or regional planning; OR
- (D) One (1) year of experience as a Planner Trainee in the Orange County Department of Planning.

**EXPERIENCE AND SKILLS PREFERRED:** Demonstrated understanding of multimodal transportation planning; Excellent written, verbal, and graphic communication skills; Strong attention to detail; Proficient in ArcGIS, Adobe InDesign and Illustrator, and Microsoft Office; Demonstrated time management & organizational skills; Excellent problem-solving and analytical skills; Ability to manage multiple projects under tight deadlines; Adapts well to changes; Demonstrated success working with teams and coalitions, and working with diverse stakeholders. Preference to AICP certification.

**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.

#### **CIVIL SERVICE EXAMINATION IS A REQUIREMENT FOR PERMANENT APPOINTMENT**

**STARTING SALARY:** \$33.3176 per hour; \$60,638.03 annually

#### **SUBMIT RESUME AND APPLICATION TO:**

Orange County Planning Department  
124 Main Street  
Goshen, NY 10924  
ATTN: Ellen Russell

EMAIL: [erussell@orangecountygov.com](mailto:erussell@orangecountygov.com)

**Open announcement until position is filled.**

Employment applications can be downloaded from Orange County's website. Please visit [www.orangecountygov.com](http://www.orangecountygov.com) and follow the link to the Department of Human Resources page.

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