



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Planning Department

Job Title: PLANNER (HELPS)

Salary Range: \$60,808 - \$70,527 (*Salary range provides earnings potential, which is based on years of service employed with Saratoga County in specified title)

Work Location: 50 West High Street, Ballston Spa NY 12020

Classification: Non-Competitive (**Exam requirements temporarily waived**)

Job Description

This is entry-level professional work involving the preparation and completion of planning and zoning studies in support of planning projects. A great deal of a Planner's time will be spent in the preparation of charts, maps, and narrative reports. Duties are performed under the direct supervision of the Director of Planning or a senior staff member with some leeway allowed in conducting professional research and public surveys. Performs related duties as required.

Minimum Qualifications

- A. Possession of a Bachelor's Degree in Planning, Architecture, Administration, Statistics, Sociology, Environmental Science or closely related field; OR
- B. Possession of an Associate's Degree in Planning, Architecture, Administration, Statistics, Sociology, Environmental Science or closely related field and two (2) years' experience or its part time equivalent in working with a Planning and Zoning Board; OR
- C. Graduation from high school or possession of a high school equivalency diploma (GED) and four (4) years' experience or its part time equivalent in working with a Planning and Zoning Board.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US 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.)

Typical Work Activities (*Illustrative)

- Plans and conducts research on planning and development problems;
- Prepares charts, maps and narrative reports;
- Assembles statistical data map information regarding growth, economic trends, business activities, residential development, and recreational projects;
- Collects data for land use and zoning maps;
- Assists higher level Planning personnel in the preparation of special studies in such areas as land development, transportation systems and community facilities;
- Assists in conducting county highway and traffic surveys;
- May assist in field studies and surveys;
- Performs miscellaneous office work and maintains records of planning unit activities;
- Performs related work as necessary.



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**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement Membership, and competitive Compensation Plan

To Apply (via Link Provided is preferred method)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for complete application
- Fax submissions will not be accepted

***** This title has been approved under the NYS Civil Service HELP Program – exam requirements have been temporarily waived through June of 2028 *****

Applications will continue to be accepted through the date posted, or until the flyer is removed

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.