



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

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**TITLE:** **PLANNER II**  
(Provisional\* Appointment)

**SALARY:** \$54,665 - \$75,072 annually

**LOCATION:** Monroe County Department of Planning and Development

**HOURS:** Monday-Friday, 8 hours/day

### **JOB SUMMARY:**

This is a professional-level planning position responsible for administering the development review process for Monroe County. Work involves the interpretation and application of laws, rules and regulations governing land use controls. Work may also involve field visits, including nights and weekends. The employee reports directly to and works under the general supervision of an administrative-level planner. Supervision of subordinate staff is not a responsibility of this class. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in urban planning, geography, environmental sciences, geology, or landscape architecture, plus three (3) years paid full time or its part time equivalent research or planning experience at a professional level in any of the following: housing, OR transportation, OR other physical planning, OR land use planning, OR environmental planning, OR comprehensive planning\*\* OR preparing land use regulations, OR zoning administration, OR site design, OR a closely related field\*\*\*; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree including successful completion of twenty-seven (27) semester credit hours in Land Use Planning or Environmental Science\*\*\*\* plus four (4) years of paid full time or its part time equivalent experience as defined in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in urban planning, geography, environmental planning, environmental sciences, geology, landscape architecture, or a closely related field, plus one (1) year of experience as defined in (A) above.

\*\*Comprehensive planning is defined as working with or developing plans with or within a municipality. Comprehensive plans are master plans that direct land use or development for a municipality.

**MINIMUM QUALIFICATIONS:**

\*\*\*Closely related fields include natural resource planning, agricultural planning, water resource planning, economic development and housing planning.

\*\*\*\*Applicants qualifying under (B) above must provide a student copy of their transcript.

**SPECIAL REQUIREMENTS:**

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**ADDITIONAL INFORMATION:**

Monroe County full-time employees will receive a \$1,000 quarterly retention payment each quarter in 2024!

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES  
39 WEST MAIN STREET - ROOM 210  
ROCHESTER, NEW YORK 14614

**Posting Date:** January 23, 2024

**Posting Deadline:** February 7, 2024

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.