

Personnel and Civil Service

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NOTICE OF VACANCY

Community Development Specialist

Date of Issue: 11/09/23. This position exists in the Economic Development and Planning Department and involves a diverse range of community development and planning program functions. The functions include but are not limited to responsibility for assisting local communities in developing comprehensive land use and development plans, assisting in the development of economic and industrial plans and participating in the identification, application and administration of local, state and federal grants for the County's economic development program. Work is performed under general supervision of the Director of Economic Development and Planning with leeway allowed for exercise of independent judgement in carrying out details of the work. The incumbent does related work as required.

The title of Community Development Specialist is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **An exam is anticipated in 2024.** Pending a criminal background check*, a provisional appointment may be made to this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

Status:	Provisional, pending permanent appointment from eligible list
Work Hours:	Full time, 35 hour work-week
Salary:	\$48,526 - \$58,526 (M/CI); benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan
Location:	Tioga County Economic Development and Planning

MINIMUM QUALIFICATIONS (Either):

- a. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in planning, architecture, landscape architecture, engineering, geography, or environmental studies; OR
- b. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in planning, architecture, landscape architecture, engineering, geography, or environmental studies AND one (1) year of full-time experience (or its part-time equivalent) in municipal, community or regional planning; OR
- c. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree AND five (5) years of full-time experience (or its part-time equivalent) experience in municipal, community or regional planning.

APPLY ONLINE by using our "Online Application Tool": <https://www.tiogacountyny.com/departments/personnel-civil-service/>

Apply by: Applications accepted until the position has been filled.

Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.

*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.