

**SOUTHERN TIER CENTRAL REGIONAL
PLANNING AND DEVELOPMENT BOARD (STC)
8 Denison Parkway East, Suite 310
Corning, New York 14830
607-962-5092
www.stcplanning.org**

Planner

Southern Tier Central Regional Planning and Development Board (STC) is growing! We are seeking a Planner to work on a wide variety of planning-related projects involving both teamwork and individual effort. This is a unique job opportunity to work at a Regional Planning Board and provide technical assistance and training to governments and organizations within a three-county region. The full-time position is a civil service position, with a civil service exam to be given at a later date. The position will require regular attendance at night meetings.

STC seeks a dynamic individual who not only has the skills to complete planning-related projects, but can also has knowledge of and is willing to learn more about GIS databases. Independent judgment is encouraged for carrying out the details of the work. Applicant must possess excellent oral and written communication skills as well those outlined herein.

STC expects to have multiple positions open. We expect to hire planners with the following interest and focus: Environmental Planning, GIS and Spatial Analysis and Grant Writer/Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Write comprehensive plans
- Revise zoning laws
- Professional review of development projects
- Conduct trainings for municipal officials and boards
- Participate in meetings, seminars, conferences, and day-to-day meetings with local governmental units and agency representatives on the local, state, and federal levels
- Prepare reports required in conjunction with grants received
- Conduct studies for local governments and/or for inclusion in regional plans and reports
- Assist in grant writing and grants management
- Assist in collection and analysis of data
- Make presentations to committees, boards, and local legislatures
- Maintain enterprise-related GIS databases for broad use in the GIS and Create ArcGIS Online maps, applications, and dashboards related to municipal and regional projects
- Knowledge of ArcGIS with geodatabase development, editing, analysis
- Microsoft Office
- Ability to multi-task, detail-oriented, and have strong organizational skills
- Data analysis, problem solving, and troubleshooting skills
- Strong teamwork and communication skills
- Administer ArcGIS Online Organizational Account

MINIMUM QUALIFICATIONS:

- (a) Master's degree in Planning, Environmental Studies, Architecture, Engineering, Landscape Architecture, or a closely-related field; or
- (b) Master's degree in Geography, Government, Economics, Political Science, Sociology, Public Administration, Statistics, or a closely-related field and one year of experience in municipal community or regional planning or related work; or
- (c) Bachelor's Degree in Planning, Environmental Studies, Architecture, Engineering, Landscape Architecture, or a closely-related field and one year of experience in municipal, community or regional planning or related work.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate the ability to meet the transportation needs of the job.

WHY STC?

STC is a small organization that has the workplace flexibility of a non-profit with the benefits and job security of a government position. Benefits include a 35-hour flexible work week, New York State retirement and a platinum health insurance plan. STC is looking to find someone who can join our 8-member team that includes economic developers, planners and flood mitigation experts. If you are an experienced, creative individual who feels this might be a good fit, please apply!

STARTING DATE:

STC will be conducting interviews in April and May, hopeful to have an individual begin work in June.

Salary commensurate with experience, general salary range is \$45,000-\$55,000.

SEND RESUME AND APPLICABLE WRITING AND MAPPING SAMPLES TO:

Chelsea Robertson at crobertson@stcplanning.org.