



Department of Human Resources &
Civil Service

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County Office Building, Rm 216
Belmont, New York 14813
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PROVISIONAL OPENING FOR PLANNING & DEVELOPMENT SPECIALIST

There is a provisional opening in the Allegany County Department of Planning for the position of Planning & Development Specialist.

Salary Range: **\$21.66 ~ \$26.35 / hour**

Work involves the independent preparation of complex administrative reports and involves frequent use of independent judgment, in addition to utilization of accounting and bookkeeping techniques. Evening and weekend work are occasionally required of employees in this class. Work is performed under general supervision of higher-level Planning/Development professionals. Incumbent leads and participates in clerical work assignments and general office administrative affairs. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree; or
- (b) An Associate's degree and one (1) year of satisfactory experience in Planning or Economic Development.

****This is a competitive class position, provisional candidate must pass the examination for this position and be ranked among the top three (3) candidates and receive an offer of employment for this position.**

**** Residency -Candidates must be residents of Allegany County or a contiguous county for at least one month prior to the date of exam.**

Interested candidates may submit a complete Civil Service application to the Human Resource/Civil Service Department. There is no fee at this time.

ALLEGANY COUNTY CIVIL SERVICE DEPARTMENT