

## **SPECIAL PROJECTS COORDINATOR**

The Chautauqua County Department of Planning and Development is seeking qualified applicants for the position of Special Projects Coordinator. This is a responsible management level position involving the development of plans and programs which provide for utilization of water, land and physical facilities on a municipal, county or regional level as administered through the Chautauqua County Department of Planning and Economic Development. Work performed is under the general direction of the Director and/or Deputy Director of the Department of Planning & Economic Development with wide latitude granted for the exercise of independent judgment and developing program policies. Supervision may be exercised over clerical staff. This position will be filled on a provisional basis pending the outcome of a future dated examination for this title and will be full-time with benefits. The salary range for this position is between \$34,383.00 and \$52,518.00 per year.

A description of the duties and minimum qualifications is listed below.

Please complete the Chautauqua County Application for Examination or Employment (available on this Website) and send it to:

Chautauqua County Department of Human Resources  
Gerace Office Building, Room 144  
3 North Erie Street  
Mayville, NY 14757

Equal Opportunity Employer

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**DISTINGUISHING FEATURES OF THE CLASS:** This is a responsible management level position involving the development of plans and programs which provide for utilization of water, land and physical facilities on a municipal, county or regional level as administered through the Chautauqua County Department of Planning and Economic Development. Work performed is under the general direction of the Director and/or Deputy Director of the Department of Planning & Economic Development with wide latitude granted for the exercise of independent judgment and developing program policies. Supervision may be exercised over clerical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Serves as a staff resource person to the County Executive and the Director/Deputy Director of the Department of Planning & Economic Development in specialized planning projects, such as water use and resources, land use and development, transportation systems, community facilities, and others;

Coordinates natural and built environment programs between Federal and State agencies, not-for-profits, private sector contractors and other stakeholders;

Develops and implements all related programs and recommends local and regional policies;

Serves as liaison to local and regional groups, and coordinates and recommends growth, preservation and diversification strategies;

Confers with representatives in the planning and development of new strategies to optimize the use, promotion and conservation of natural resources;  
Develops and administers specific promotion projects in relation to attracting people and businesses to the area;  
Consults with representatives of management, chamber of commerce, the public, not-for-profits, and civil groups regarding the promotion and preservation of resources in pursuit of continued growth;  
Prepares and conducts seminars, meetings and classes to promote and educate the public and the business community regarding various aspects of the natural and built environment.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the purposes, principles, terminology and practices employed in municipal, county or regional planning; Good knowledge of governmental operations, laws, and related rules; good knowledge of the methods and techniques used in public relations and promotion activities; good knowledge of the geography of the county; good knowledge of the problems and programs currently of issue in county government; ability to establish and maintain effective working relationships with various stakeholders, public officials, and the general public; ability to express ideas clearly and concisely, both orally and in writing; ability to develop imaginative and practical approaches in promoting and preserving the natural and built environments; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree in Community, Regional or Urban Planning, Civil Engineering or Environmental/Natural Resources Studies and three (3) years of progressively responsible experience in Natural or Environmental Resources Management, Planning, Economic Development or a closely related field.