

Tioga County Planning Specialist

DESCRIPTION

The Planning Specialist will be responsible for overseeing grants opportunities, providing technical assistance, supporting the implementation of the County Comprehensive Plan, and other responsibilities under the direction of the County Planning Director.

Functions

- Implement the Comprehensive Plan and other planning projects
- Evaluate planning-related legislation and applicability to department projects
- Attend monthly planning commission meetings
- Provide Technical Assistance to Tioga County municipalities
- Grant Management
- Assist with county authorities' management

Knowledge

- Knowledge of the theory, principles, and techniques of the planning profession and development process
- Knowledge of computers and basic software applications (Microsoft Office)

Skills

- Strong written and oral communication skills
- Strong interpersonal and public relations skills to work effectively with various officials, staff, citizens and other customers
- Strong organizational skills
- Ability to exercise sound and independent judgment within general policy guidelines
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance
- Ability to work on several projects or issues simultaneously
- Ability to work independently or in a team environment as needed

Additional Responsibilities

- Attendance of evening meetings as needed including but not limited to municipal and authority

Job Qualifications

- Bachelor's degree in planning related field, or equivalent work-related experience preferred
- Grant writing and/or management experience
- Management, leadership and oral, written and graphic communication skills, as well as demonstrated abilities in dealing with people
- Must submit to and pass a drug screening and background check per County policy
- Current valid driver's license and personal vehicle for work-related use
- Computer literate