



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
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Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 22-026 **POSTING DATE*:** FROM: May 13, 2022 TO: May 23, 2022

JOB TITLE: Senior Planning Aide (Pending)

RATE OF PAY: 2022 Starting Rate \$25.41/hr

LOCATION: Ontario County Planning Department

NOTE: Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must be successful in the exam according to the [Rule of Three](#).

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

QUALIFICATIONS: County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Either:

1. Associate Degree from a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices with a major in environmental studies, engineering, architectural technology, urban studies or closely related field AND two (2) years of full-time paid experience, or its part-time equivalent, in drafting, computer aided design and/or mapping which must have included use of geographic information systems OR sub-professional experience in engineering or regional, community or municipal planning; OR
2. Graduation from high school or possession of a high school equivalency diploma AND four (4) years of experience as outlined in (1) above; OR
3. An equivalent combination of training and experience as defined by the limits of both (1) and (2) above.

SUBSTITUTION: Additional college study in one of the fields listed in (1) can be substituted on a year-for-year basis for the required qualifying experience.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require access to transportation to meet field work assignments made in the ordinary course of business in a timely and efficient manner.

SPECIAL REQUIREMENT FOR PERMANENT APPOINTMENT: Possession of certification as New York State Code Enforcement Officer and maintenance of certification throughout the tenure of employment.

APPLICATION DEADLINE / LAST FILING DATE*: May 23, 2022

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).