

THE HELP PROGRAM

HIRING EMERGENCY LIMITED
PLACEMENT



This temporary program allows for a waiver of Civil Service Examinations for certain titles, in an effort to get qualified candidates quickly into vacant positions.

CONTACT

ONTARIO COUNTY HUMAN RESOURCES
FOR MORE INFORMATION



(585) 396-4465

EMPLOYEES HIRED UNDER THE HELP PROGRAM:

- Must meet the minimum qualifications of the position for which they are applying and any other conditions of employment.
- Will be eligible for permanent appointment after completing a one-year probationary period and will be granted non-competitive status after successful completion of the probationary period.

APPOINTMENT TO THIS POSITION:

This position will be filled as a "Contingent Permanent Appointment." Please read the attached definition below.

WE OFFER:

- Excellent benefits and tuition assistance programs.
- Paid holidays. New employees start with five additional vacation days.
- Regular raises.
- Some positions offer remote work opportunities and work hour flexibility.

WE'RE HIRING:

SENIOR PLANNING AIDE

Starting 2025 Salary: \$57,447 /yr (\$29.46/hr).

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. Possession of an Associate Degree, or higher, 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.

Please see additional requirements attached.

www.ontariocountyny.gov

APPLY TODAY!



SENIOR PLANNING AIDE

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MINIMUM QUALIFICATIONS: *Either:*

- 1. Possession of an Associate Degree, or higher, 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.*

SPECIAL NOTE: EDUCATION: *Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.*

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.*

DISTINGUISHING FEATURES OF THE CLASS: *This is technical work involving drafting of planning maps, graphs, charts, and visual displays. This position requires gathering of statistics and knowledge of cartography as well as computerized mapping. Work is performed under general supervision. General supervision may be exercised over Planning Aide. Does related work as required.*

TYPICAL WORK ACTIVITIES: *(Illustrative only)*

Creates development of data base for computerized mapping including, but not limited to, digitizing, data input, data manipulations, data backup, storage, and maintains up-to-date information; for E9-1-1, DDS Policy development regarding transportation, municipal master plan, zoning and subdivision ordinance development and enforcement, public transportation, affordable housing, etc.;

Drafts basic planning maps, including topography, land use, drainage, highways, soils maps and site plans and designs;

Produces customized computer maps and summary statistics in digital and hard copy;

Coordinates and manages various mapping projects involving departments, agencies and municipalities;

Works with planners, consultants, elected officials, developers, various departments, and general public; determines design and layout of projects;

Coordinates and administers scheduling of workload on GIS system;

TYPICAL WORK ACTIVITIES: *(Illustrative Only) (Continued)*

Recommends changes and improvements to systems/network to Director;

Assists in collecting data for the preparation of phases of the planning programs including land use, zoning, streets, highways, parks, recreation, development projects, special projects, flood control studies and similar activities;

Prepares base maps, property boundary maps;

Prepares line drawings, charts, designs and layouts to scale;

Evaluates aerial photos;

Participates in field studies;

Organizes statistical visual aids necessary to preparation of planning studies;

Collects and prepares social statistical data;

Prepares publishable drafting work (camera ready copy);

Assists Code Enforcement Officer by providing various services including but not limited to reviewing plans and the inspection of buildings and construction projects.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: *Working knowledge of computerized drafting and drawing techniques, materials and equipment; ability to learn and understand new software; ability to execute drafting presentations of geographical and statistical material; ability to collect, tabulate and visually display statistical data; ability to make field surveys; initiative; ability to work independently; good judgment; tact; dependability; physical condition commensurate with the demands of the position.*

“CONTINGENT PERMANENT APPOINTMENTS” DEFINITION

A position left temporarily vacant by the leave of absence of the permanent incumbent may be filled, at the discretion of the Appointing Authority, by a contingent permanent appointment. Any person appointed on a contingent permanent basis shall have all the rights and benefits of a permanent competitive class employee subject to the following limitations:

- Probationary Period: All appointments made under this rule shall be required to complete the probationary period for original appointment or promotion as prescribed in these rules.*
- Return of Incumbents: In the event of layoff or the permanent incumbent returns from leave of absence, persons holding positions on a contingent permanent basis shall be displaced before any persons holding permanent status in the same title regardless of total seniority. In the event more than one position in the same title is held by persons having contingent permanent appointments, displacement among those persons shall be based on the inverse order of their contingent permanent appointments.*
- Preferred List: Upon displacement, if the contingent permanent appointee was made from a promotional eligible list, he/she shall be restored to his/her permanent position and have their name placed on a preferred eligible list for certification as a mandatory list only to the department or agency in which the contingent permanent appointment was made. If the contingent permanent appointee was appointed from an open-competitive eligible list and does not have a permanent position to return to, he/she shall have their name placed on a preferred eligible list for certification as a mandatory list in the civil division in which the contingent permanent appointment was made.*
- Seniority: When a contingent permanent appointment matures into a permanent appointment, the date of permanent service shall be the date of the original contingent permanent appointment.*
- Promotion: When a permanent competitive class employee accepts a contingent permanent appointment, the position vacated by such employee shall not be filled except on a temporary or contingent permanent basis until the contingent permanent appointment matures into a permanent appointment.*