



Planning Coordinator

The Position

The Schenectady County Department of **Economic Planning and Development** is currently recruiting for a **Planning Coordinator***. The work involves the responsibility for assisting the Schenectady County Planning Department with highly involved, responsible and confidential complex clerical operations, relieving the Commissioner and senior staff of administrative details. Work entails handling general phone calls and providing general information regarding activities and projects of the Planning Department. An employee in this class is expected to perform a variety of administrative and clerical tasks thereby releasing the Director for the more complex and technical duties required for the efficient and effective operation of the department. Duties are performed under direct supervision of the Commissioner, in accordance with established policies and procedures with a wide latitude for the exercise of independent judgment in meeting daily operational requirements. Does related work as required.

***PLEASE NOTE:** This position is part of the NYS HELPS Program, and an exam will not be required.

Qualifications

A) Possession of an Associate's degree in Business Administration or a related field and two (2) years of experience in an administrative support role which shall have involved the routine use of computer applications; OR

B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as defined by the limits of (A) above.

NOTE: *When college education is required to meet the minimum qualifications, a college transcript OR a copy of your diploma (may be an unofficial copy that clearly shows college name, degree/credits) must accompany the application for examination or application will be disapproved.*

Salary

\$50,329—59,403 (CSEA Grade 11)

How to Apply

Apply online at mycivilservice.schenectadycounty.com.



Schenectady County is committed to diversity, inclusion, and equal opportunity. It is our policy to provide equal employment opportunities to all people regardless of protected class status, including race, creed, color, sex, sexual orientation, gender identity, national origin, military or veteran status, disability, predisposing genetic characteristics, marital or family status, or any other impermissible basis

Schenectady County offers exceptional benefits

Health Benefits

- Medical, Dental & Vision
- Prescription Drug
- Flexible Spending Accounts

Retirement and Savings Plans

- NYS Pension System
- 457(b) Deferred Compensation
- 529 College Saving Plan

Additional Benefits

- Paid Holidays
- Vacation, Personal, Bereavement, and Sick Leave
- Paid Family Leave for Bonding with Child
- Free Tuition at SUNY Schenectady and other Tuition Assistance
- Gym Reimbursement
- Free CDTA Bus Pass
- Employee Assistance Program

About Schenectady County

What makes Schenectady County different from other communities? We believe it's the people, working together to create a place that people want to live, do business, and visit to enjoy all that we have to offer. Schenectady County continues to think differently, looking for new and innovative ways to deliver the important programs and services that make Schenectady County unique.

Strong County leadership has helped foster cooperation among the various levels of government to reduce waste and eliminate duplication. Through intergovernmental cooperation, the County and our communities have saved hundreds of thousands of dollars and leveraged our combined resources and talents to secure additional federal and state funds to expand upon this highly successful endeavor.

Schenectady County is a community with a rich past and bright future. So many in our community have worked hard to make all of our success possible and have made Schenectady County a great place to work, live, and raise a family.

More information about Schenectady County and employment opportunities are available on the Schenectady County website at:

www.SchenectadyCountyNY.gov



Schenectady County Human Resources

620 State Street, 2nd Floor, Schenectady, NY 12305

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