

**CITY OF NIAGARA FALLS  
DEPARTMENT OF HUMAN RESOURCES**

April 20, 2021

**NOTICE OF ANTICIPATED  
JOB VACANCY**

**TITLE:** *ENVIRONMENTAL PLANNER/GIS COORDINATOR*

**DEPARTMENT/DIVISION:** *Planning*

**NUMBER OF VACANCIES** One (1) Provisional/Open Competitive

Grade 19 \$23.39-\$33.20 per hour  
(With longevity increments when applicable)

**ELIGIBILITY:** City employees who meet qualifications and are a Grade 15+. Also, Open Competitive

**MINIMUM QUALIFICATIONS:**

(A) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree in Geography, Planning, Environmental Sciences, Information Sciences or other related field, and at least six (6) months' work experience in a position involving environmental sciences, urban planning, geographic information systems, computer use, or administration.

**SPECIAL REQUIREMENTS:**

- Eligibles must possess a valid New York State driver's license (or equivalent) at time of appointment.

THIS NOTICE WILL BE POSTED FOR A PERIOD OF TEN (10) WORKING  
DAYS FROM APRIL 20, 2021 THROUGH MAY 4, 2021

Karen Bush  
Director of Personnel/EEO Officer  
Karen.bush@niagarafallsny.gov

MCSC Adopted 7/13/89  
MCSC Revised 4/7/94  
MCSC Revised 4/18/96 (changed title only from  
Environmental Assistant)  
MCSC Revised 5/3/01; 9/9/04; 11/3/05  
MCSC Revised 9/15/16 (changed title only from  
Environmental Assistant/GIS Coordinator)

Code 2460  
Engineering and Science Group  
Planning Series

### **ENVIRONMENTAL PLANNER/GIS COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible environmental management and planning work performed in the City's Community Development Department. The employee in this position assists the Director in all activities inherent in an environmental and planning office, such as environmental assessments, environmental inventories, the City's brownfield program, and administration of grants related thereto, and preparation design, layout and production of GIS datasets and cartographic output for presentation and functional use, as well as general support and maintenance of the hardware and software as needed. The work consists of compilation of data and assistance in research projects, map digitization, zoning and site plan review and computer operation, correspondence and report writing. Direct and general supervision is received from the Sr. Planner. Supervision is exercised over student interns, summer help, part time and loaned employees. The Environmental Assistant/GIS Coordinator performs related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in preparation of State and Federal Environmental Assessments;  
Conducts research for Environmental Services activities;  
Attends local environmental meetings for Director;  
Acts as liaison for local environmental groups;  
Maintains and digitizes maps and mapping resources;  
Uses computer applications such as word processing, spreadsheets, databases, graphics and GIS;  
Conducts solid waste and recycling planning activities;  
Performs field inspections to ensure compliance or investigate complaints;  
Assists in preparation and presentation of census information;  
Assists with general municipal planning and community and economic development;  
Prepares routine correspondence.

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

Good knowledge of basic environment and planning principles; ability to organize and develop research work to solve related professional questions; ability to prepare reports, graphs, and statistical data; working knowledge of current environmental regulations such as SEQRA and NEPA; ability to prepare environmental assessment documentation; ability to analyze and prepare maps; ability to use computer applications such as word processing, spreadsheets, databases, and graphics programs; ability to prepare effective correspondence, and to perform routine office management with only general supervision; ability to get along well with others; good judgement, tact and courtesy; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

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