

CITY OF NIAGARA FALLS
DEPARTMENT OF HUMAN RESOURCES

August 10, 2022

**NOTICE OF UPCOMING
JOB VACANCY**

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

DEPARTMENT/DIVISION: ***Planning***

NUMBER OF VACANCIES One (1) Provisional

Grade 21 \$27.1389-\$37.9930 per hour
(With longevity increments when applicable)

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.

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.

****RESIDENCY: Must be a Niagara Falls, NY resident within 6 months of appointment.****

This position will be posted for 10 working days, August 10, 2022- August 24, 2022