

PLEASE POST

#2026-01

JOB OPENING

TITLE: **JUNIOR PLANNER** (Competitive/Permanent)
DEPARTMENT: Building and Plumbing
SALARY: Pursuant to the TCEA Bargaining Agreement
SHIFT: Monday through Friday, 9:00 am through 4:30 pm
DATE: January 8, 2026

DISTINGUISHING FEATURES OF THE CLASS

The work involves assisting in the preparation of studies, plans, and drawings related to comprehensive county, urban, or regional planning. This is entry-level work requiring the incumbent to maintain data necessary for the development of planning projects. Work is performed under the direct supervision of higher planners. Leeway is allowed for the exercise of independent judgment in carrying out assigned phases of the more comprehensive planning projects. Does related work as required.

TYPICAL WORK ACTIVITIES

Reviews planning and environmental aspects of federal and state assisted projects;
Conducts field surveys of existing land use, urban renewal conditions, traffic problems, zoning analyses, and performs related field studies;
Tabulates land use and other data;
Analyzes map data and drafts reports;
Develops graphic presentation material as assigned;
Attends local planning agency meetings to describe planning proposals;
Performs research investigations including statistical analysis, library research, and personal contact with other agencies;
Develops planning data from interviews with agencies or persons involved in specific projects.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the principles, objectives and techniques in the field of city, county and regional planning; working knowledge of planning implementation systems; working knowledge of drafting principles, map reading and technique involved in chart preparation; working knowledge of and ability to effectively use general planning analyses techniques; ability to express oneself clearly, both orally and in writing; ability to follow detailed oral and written instructions; ability to collect and display pertinent data required in planning projects; sound professional judgment; accuracy; initiative and resourcefulness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree majoring in urban or regional planning, environmental studies, geography, architecture or landscape architecture, or a Bachelor's degree including a minimum of thirty-two (32) semester hours of courses directly related to the above fields.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

THIS NOTICE IS POSTED IN COMPLIANCE WITH THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE TOWN OF CHEEKTOWAGA AND THE TOWN OF CHEEKTOWAGA EMPLOYEES ASSOCIATION AND SHALL REMAIN POSTED FOR A PERIOD OF EIGHT (8) WORKING DAYS. PLEASE SUBMIT AN ORIGINAL BID APPLICATION ADDRESSED TO THE PERSONNEL DEPARTMENT, A COPY OF SAME TO THE PRESIDENT OF THE TOWN OF CHEEKTOWAGA EMPLOYEES ASSOCIATION (Greg Maguszewski) AND TO THE SUPERVISING CODE ENFORCEMENT OFFICER (Don Wartinger).