

# JOB POSTING

## TIOGA COUNTY PLANNING SPECIALIST

Tioga County has vacancy for a Planning Specialist. The right candidate will be a team player and have the ability to learn quickly and be self-motivated. The Planning Department is a multi-faceted office. There are many perspectives that need to be integrated across a large geographic area, from Community Development, Land Use, Transportation, and Natural Resources. The job requires the ability to work independently and as a team player with various organizations at the County and State levels.

This is a full time with benefits position. Benefits include 12 paid holidays, vacation, sick, and personal days, as well as health, dental, and vision insurance and a pension. Salary will be commensurate with skills and experience.

Applications can be found on Tioga County's website [www.tiogacountypa.us](http://www.tiogacountypa.us), under "Printable Forms". You may also apply on our website, under "Employment Opportunities." Application deadline is November 6, 2026. For more information, please contact the Human Resources office at 570-723-8205.

Attached is the more detailed explanation of what the position entails.

## **Tioga County Planning Specialist – Land Use**

### **DESCRIPTION**

Under the direction of the County Planning Director, the Planning Specialist will be responsible for the day-to-day operations of the Planning Department. The right candidate will be a team player and have excellent communication skills as well as the ability to learn quickly and be self-motivated.

### **Functions**

- Review Act 14 environmental notifications to monitor compliance with environmental laws, County Comprehensive Plan, and pertinent other local and county ordinances.
- Implement the Comprehensive Plan and other planning projects
- Review, approve, or deny subdivisions
- Evaluate planning-related legislation and applicability to department projects
- Work with developers, guiding and assisting in obtaining permits and other requirements for land development projects
- Attend monthly planning commission meetings
- Administer the County Agricultural Farmland Preservation program

### **Knowledge**

- Knowledge of the theory, principles, and techniques of the planning profession and development process
- Knowledge of computers and basic software applications (Microsoft Office)

### **Skills**

- Strong written and oral communication skills
- Strong interpersonal and public relations skills to work effectively with various officials, staff, citizens and other customers
- Strong organizational skills
- Ability to exercise sound and independent judgment within general policy guidelines
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance
- Ability to work on several projects or issues simultaneously
- Ability to work independently or in a team environment as needed

### **Additional Responsibilities**

- Attendance of municipal evening meetings

### **Job Qualifications**

- Bachelor's degree in planning related field, or equivalent work-related experience preferred
- Management, leadership, oral and written communication skills, as well as demonstrated abilities in dealing with people
- Must submit to and pass a drug screening and background check per County policy
- Current valid PA driver's license and personal vehicle for work-related use