

# Jefferson County

## DEPUTY DIRECTOR OF COUNTY PLANNING



**Jefferson County seeks an experienced planning professional to serve as Deputy Director of County Planning.** The successful candidate will provide comprehensive support to the Director, manage advanced planning projects, and assist in developing departmental policies. Key responsibilities include supervising all professional, technical, and support staff and assuming the duties and authority of the Director in their absence. This position reports to the Director of County Planning and requires the ability to work with a high degree of independent judgment.

The Jefferson County Planning Department goes beyond just traditional land use zoning. It encompasses a broader scope of community planning, economic development support, environmental stewardship, data provision, and crucial technical assistance to local municipalities, all aimed at fostering well-managed and sustainable growth for the entire county. Experienced planning leaders with a passion for strategic visioning in Jefferson County are encouraged to apply!

**Salary Range:** \$92,074 - \$103,630 per year.

**Excellent fringe benefits include:**

- NYS Retirement
- Deferred Compensation
- Sick Leave
- Paid Vacation
- Comprehensive Health Plan, Including Vision
- Dental Insurance
- Flex Spending Account
- Candidates may be eligible for the Public Service Loan Forgiveness program

**MINIMUM QUALIFICATIONS:** Either:

(A) Graduation from a regionally accredited or New York State registered college or university with a master's degree and two years of professional work experience in community planning, development in the public or private sector, at least one year of which must have been in a supervisory or administrative capacity; OR

(B) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and three years of professional work experience in community planning, development in the public or private sector, at least one year of which must have been in a supervisory or administrative capacity; OR

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Community planning, or development in a public sector agency or its equivalent in the private sector includes but is not limited to planning and related analyses with respect to land use, zoning, transportation, housing, economic development, the environment, and urban design.

**Applications will be accepted until the position is filled,  
first review of applicants will be September 26, 2025.**

**Civil Service Exam is required for permanent appointment.**

**Apply online on our Employment Portal:** <https://jefferson-portal.mycivilservice.com/>  
**Or send a paper application and resume to:**

Jefferson County Dept. of Human Resources, 175 Arsenal St. Watertown, NY 13601.

\*Jefferson County is an Equal Opportunity Employer\*



[jefferson-portal.mycivilservice.com](https://jefferson-portal.mycivilservice.com)

