

# COMMUNITY DEVELOPMENT COORDINATOR

Jefferson County



**Jefferson County Planning is seeking a qualified professional to serve as Community Development Coordinator.** This position is directly responsible for assisting Jefferson County's local communities by providing the expertise needed to develop and update their comprehensive land use plans, zoning ordinances, subdivision laws, and other municipal studies. Work is performed under general supervision of a Senior Planner, and the Deputy Director of Planning, with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision may be exercised over the work of Assistant Planners.

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:** \$30.27 - \$38.29 per hour.

**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 bachelor's degree in planning, public administration, geography, environmental studies, sociology, economics, political science, civil engineering or a related field; OR

(B) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in planning, public administration, geography, environmental studies, sociology, economics, political science, civil engineering or a related field and two (2) years of experience in municipal, community, regional, environmental, housing or transportation planning, economic development or related field; OR

(C) An equivalent combination of experience and training as outlined in (A), and (B) above.

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

**Civil Service exam 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)

