



**May 9, 2019**

Applications are now being accepted for the following position in Centre County Government. Those who qualify and are interested should apply at the Human Resources Office, Room 334 Willowbank Building, Bellefonte, PA or call (814) 355-6748 for an application.

This posting can be viewed and an application downloaded from our website at [www.centrecountypa.gov](http://www.centrecountypa.gov).

## **SENIOR PLANNER 1—AGRICULTURAL PRESERVATION COORDINATOR**

PC #10

### **Position Overview**

**Department:**

Planning  
Willowbank Building, 3rd Floor  
420 Holmes Street  
Bellefonte, PA 16823

**Base Pay:**

Salary Grade: N-16  
\$19.79—\$22.28/hour  
Non-Exempt

**Shift Available:**

Full Time (37.5 hours)  
8:30 am—5:00 pm

**Required Education:**

- Bachelor's degree in planning or related field.
- Masters degree in natural sciences or agriculture preferred.
- Must have general knowledge of accounting, Microsoft Word, Excel, Publisher, Adobe Design Suite, ArcGIS, and computer training.

**Required Experience:**

- Two (2) or more years working experience in government, planning, or agricultural related fields.

**Special Requirements:**

- Must possess a valid Pennsylvania driver's license and a willingness to travel as needed.

**Applications:**

Applications for this position will be accepted **until a suitable candidate is selected.**

### **Summary of Job Functions**

- Serves as staff for the Centre County Agricultural Land Preservation Board and executive director of the Centre County Farmland Trust.
- Researches, analyzes, and writes plans and reports for Planning Office projects.
- Assists in the preparation of grant applications and the administration of grants received.
- Assists with the preparation of agendas, meeting announcements, graphic materials, legal ads, financial reports, and other materials concerning planning issues.
- Makes presentations and assists local officials and the general public on a wide variety of planning issues.
- Conducts meetings with applicants to explain the farmland preservation process and the permanent and perpetual nature of placing an agricultural conservation easement on farm property.
- Assists municipalities with managing their Agricultural Security Areas including seven (7) year reviews.
- Carries out annual evaluation of PACE Program applicants using Land Evaluation and Site Assessment software.
- Coordinates the easement placement process for PACE applicants and CCFT easements.
- Maintains a database of landowners in Agricultural Security Areas by municipality, prepares and updates maps and data layers related to agricultural preservation, and utilizes LESA program to rank preservation applicants.
- Conducts annual inspections of all Centre County held easements and coordinates annual inspections and baseline documentation for Centre County Farmland Trust held easements.
- Updates CCPDCO County web pages as needed.
- Coordinates writing, layout, publication, and mailing of CCFT newsletters, print, and web communications.
- Plans and coordinates events, workshops, and presentations as necessary related to County agricultural programs.
- Other Duties as assigned.