



CATTARAUGUS COUNTY CIVIL SERVICE

HUMAN RESOURCES DEPARTMENT

303 Court Street * Little Valley, NY 14755 * (716) 938-2281 * FAX (716) 938-2759

Kristine M. Phinney, Personnel Officer

TRANSPORTATION SERVICES PLANNER

Aging and Youth Services

1 Leo Moss Dr. Olean, NY 14760

<u>Title</u>	<u>No. Positions</u>	<u>Salary</u>
Transportation Services Planner *	1	Grade 23 - \$33.13 per hour Supervisory Unit

The Transportation Services Planner is responsible for planning, organizing, and overseeing transportation services for programs administered by the Cattaraugus County Aging and Youth Services Department. Duties are typically performed under the general supervision of the Deputy Director of Aging & Youth Services or a higher-level position with allowance made for the use of independent judgement in carrying out the duties of the position. Direct supervision may be exercised over lower level clerical positions. A Transportation Services Planner does related work as required.

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and either:

A. Possession of a bachelor's degree in social science, business or closely related field;

OR

B. Possession of an associate degree in social science, business or a closely related field and two years of clerical experience which must have included transportation coordination and/or scheduling;

OR

C. Four (4) years of clerical experience which must have included transportation coordination and/or scheduling.

SPECIAL REQUIREMENT: At time of hire, must possess and maintain a valid State issued driver license and use of a privately-owned and reliable motor vehicle.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

***This title has been approved without the need to take an exam through the Hiring Emergency Limited Placement Program (HELP) of the NYS Department of Civil Service. Candidates appointed permanently to this title will NOT need to take an exam and will remain in their position even when the HELP Program ends.**

Interested applicants must complete a Civil Service Application and submit it prior to 11:59pm on August 3, 2026 to:

*Cattaraugus County Civil Service
303 Court Street
Little Valley, NY 14755*

Applications are available at the Cattaraugus County website: <https://cattco-portal.mycivilservice.com>.

Cattaraugus County - an Equal Opportunity Employer

Issued: July 27, 2026