

JOIN OUR TEAM

Deputy Director | \$53-58k / year

Apply your community planning skills to enhance the livability, economic stability, and sustainability of Crawford County through implementation of the county's long-range vision, *Crawford Inspired*.

APPLY ONLINE

www.crawfordcountypa.net/planning

Closing Date: March 2, 2026

INQUIRIES

814-333-7341



Why Crawford County Planning?



WORK LIFE

We offer 14 paid holidays, including your birthday; sick, personal, and vacation leave; and flex schedules as needed.



MAKE AN IMPACT

Leave your mark on career-defining projects and be part of a small, innovative team within the Crawford County Planning Office.



CAREER GROWTH

You invest in us, we invest in you! We cover costs for professional training and AICP and APA memberships.

Qualifications

Education & Training

Graduation from an accredited college or university in urban and regional planning or a closely related field, and four (4) years of experience in the planning profession. Supervisory experience preferred. A master's degree may be substituted for experience.

Required Knowledge

Must possess a thorough knowledge of urban planning, development, and local government policies and practices. Must have knowledge of community planning theories and practices, and be able to apply those to daily tasks, workload, and office operations.

Required Skills and Abilities

- Build and guide teams to deliver projects, programs, and initiatives that align with the County's comprehensive plan.
- Organize your work in a way that is suitable for a team environment and possess coalition-building skills.
- Delegate tasks and give direction to others.
- Understand research methods and how to apply them to job duties.
- Organize and present findings effectively.
- Represent Crawford County in front of community groups, municipalities, and other entities.

Compensation & Benefits

Wages & Salary

Annual salary of \$53-58k.

Paid Time Off

Includes vacation, personal, sick, and 14 paid holidays.

Pension Plan

5.5% interest per year defined benefits.

Health Insurance

Full health insurance coverage with wellness discount available. Vision and dental programs also available.

Life Insurance

Automatic \$20k policy with additional insurance amounts available.

Flexible Spending Account

Medical flexible spending and dependent care available.

Professional Certifications

Coverage for memberships and certifications with APA and PA APA.



About Crawford County, Pennsylvania

Established in 1800, Crawford County serves as a manufacturing and agricultural hub in northwestern Pennsylvania. We're a rural rust belt county consisting of 51 communities that's home to more than 83,000 residents. Crawford County is roughly 40 miles south of Erie and 90 miles north of Pittsburgh. Our four-season climate provides picturesque year-round seasons. We have an active arts, music, and theater community, a wealth of outdoor recreation opportunities, and numerous charming small towns.

CRAWFORD COUNTY

DEPUTY DIRECTOR OF PLANNING

Position Description

OVERALL OBJECTIVE OF JOB:

This position involves professional administrative, technical, and supervisory work for the Crawford County Planning Agency. The Deputy Director supports the Planning Director in managing day-to-day operations, overseeing and empowering staff leadership, and developing and implementing policies. The role requires advanced knowledge of planning principles, development review practices, and community engagement strategies. The Deputy Director plays a key role in providing professional planning support to Crawford County, its 51 municipalities, and partner agencies by developing and advancing planning projects, programs, and initiatives to enhance the livability, economic stability, and sustainability of the county.

ESSENTIAL FUNCTIONS OF JOB:

1. Assumes the duties and authority of the Planning Director in their absence.
2. Acts as a representative of the planning agency and Crawford County through their actions.
3. Leads planning projects, programs, or initiatives on behalf of the County Planning agency.
4. Writes and helps implement departmental and county policies in coordination with the Planning Director.
5. Assists in the preparation, review, and implementation of the County's comprehensive plan and other planning initiatives.
6. Enforces the county's subdivision and land development ordinance through oversight of subdivision and land development reviews and reports.
7. Oversees consistency reviews for compliance with the county's comprehensive plan and regional planning studies.
8. Pursuant to the PA Municipalities Planning Code, oversees reviews of amendments to municipal comprehensive plans, zoning ordinances, subdivision and land development ordinances, and other planning tools.
9. With other planning agency staff, oversees the maintenance and organization of record-keeping of all officially undertaken agency actions, projects, programs, and initiatives.
10. Facilitates intergovernmental cooperation on countywide initiatives, working with local cities, boroughs, and townships to enable the development of strong planning policies countywide.
11. Supports countywide efforts in information gathering, planning, and interpretation to facilitate effective decision-making and planning policies.
12. Collaborates with governmental officials and agency representatives at the local, regional, state, and federal levels to facilitate good planning practices across the county.
13. With the Planning Director and Planning Commission, assists with the preparation of agency operational, programmatic, and project budgets.

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14. With the Planning Director and Planning Commission, coordinates educational trainings and workshops on planning-related topics for local municipalities.

OTHER DUTIES OF JOB:

1. Attend meetings, training, and seminars as required.
2. Attend other outside agency functions to represent the County as necessary.
3. Perform other job-related duties as required.

SUPERVISION RECEIVED:

This position receives occasional instruction and some supervision from the Planning Director regarding the assigned workload.

SUPERVISION GIVEN:

In coordination with the Planning Director, oversees workload assignments, supervision, and instruction for Planning Office staff on a daily basis.

WORKING CONDITIONS:

1. Works indoors in an adequate workspace, with adequate lighting, temperatures, and ventilation.
2. Normal exposure to noise, disruptions, and stress.
3. Normal indoor exposure to dust/dirt.
4. Travels occasionally to perform job duties; may need to work outdoors periodically.
5. Subject to working evenings, weekends, or extended hours for meetings, seminars, or other job-related duties.

PHYSICAL/MENTAL CONDITIONS:

1. Must possess the ability to record, convey, and present information, explain procedures, and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, and reaching as needed to carry out job duties.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands, feet/legs, and torso as necessary to carry out essential job duties.
4. Sedentary work with occasional lifting/carrying of objects with weights of forty pounds (cartons of documents, visual aid equipment, etc.)
5. Must be able to pay close attention to details and concentrate on work in an environment of frequent disruption and moderate to high stress levels.
6. Must possess the ability to speak and deliver information at public forums/events to large groups.

QUALIFICATIONS:

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To perform this job successfully, an individual must be able to satisfactorily carry out each essential duty. The absence of specific statements of functions does not exclude them from the position if the work is similar, related, or a logical part of the position. The requirements listed below represent the knowledge, skill, and/or ability needed. Reasonable accommodations may be provided to enable individuals with disabilities perform essential functions.

A Bachelor's Degree from an accredited college or university in urban and regional planning or a closely related field, along with four years of experience in the planning profession, is required. A Master's Degree from an accredited college or university in urban and regional planning or a closely related field, and two years of experience in the planning profession, are preferred. At least one year of supervisory experience is also preferred. Residency within the county is desirable. These requirements may be waived with the approval of the Board of Commissioners.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Must possess a thorough knowledge of urban planning, development, and local government policies and procedures.
2. Must have knowledge of community planning theories and practices, and be able to apply those to daily tasks, workload, and office operations.
3. Must demonstrate leadership skills to build and guide teams to deliver projects, programs, and initiatives that align with the county's comprehensive plan.
4. Must possess organizational skills suitable for a team environment, including coalition building, leading research, and data interpretation.
5. Must have intermediate computer skills and be able to operate other office equipment necessary for job duties.
6. Must be able to speak and understand English clearly to perform essential job functions.
7. Must have strong communication and interpersonal skills.
8. Must demonstrate initiative and problem-solving abilities.
9. Must be able to work independently, exhibit flexibility, and effectively collaborate with various government officials, agencies, private foundations, staff, and the public.
10. Must be capable of presenting complex information to audiences with varying levels of understanding.
11. Must establish and maintain cooperative working relationships.
12. Must keep work-related information and records confidential.
13. Must have knowledge of research methods and the ability to apply them to job duties.
14. Must be able to plan, organize, and complete assignments efficiently and within a reasonable timeframe.

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- 15. Must be capable of organizing and presenting information and research findings effectively.
- 16. Must possess supervisory skills to delegate tasks and give daily direction to others.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF DEPUTY DIRECTOR AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

Signature of Employee

Date

Signature of Employee

Date

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.