



City of Newburgh, New York

www.cityofnewburgh-ny.gov

PLANNER

Full –Time Position

Provisional Appointment Pending Civil Service Exam

CSEA Union Benefits

Starting Salary: \$53,621

GENERAL STATEMENT OF DUTIES:

Plans and monitors community and economic development projects; Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

This is professional planning work with assignments and responsibilities of difficulty and complexity to provide planning analyses and assistance to the Zoning Board of Appeals, the Planning Board, City departments or as directed by the City Manager. The work is performed under the general supervision of the Director of Business and Industrial Development with leeway for independent judgment.

EXAMPLES OF WORK: (Illustrative Only)

- Participates in studies involving research, investigation and analysis of sociological, economic and environmental factors related to municipal planning;
- Assists in collection, tabulation and analysis of data on census statistics for use in population reports;
- Assists in studies relating to zoning, parking, traffic and other facilities in a municipality;
- Applies GIS to produce maps and perform spatial queries;
- Works closely with appointed boards and commissions, other City staff, government agency staff, citizens at large, special interest groups and sometimes the City Council;
- Obtains and collates statistical data relative to capital improvement programs covering such subjects as tax base, elements of municipal indebtedness and sources of revenue;
- Administers and manages both State and Federal grants;
- Performs miscellaneous office work and maintains records of planning unit activities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of the purposes, principles, terminology and practices employed in municipal planning; Working knowledge of the sociological, economic, environmental, engineering, designs and research factors in problems intended to advance new development projects and establish public/private partnerships. Basic knowledge of the principles and practices of GIS and graphic visual methods as applied to community planning; Working knowledge of current accepted methods for data collection analysis and interpretation of statistical data, Working knowledge of basic research methods and techniques; Understanding of the planning process, ordinances and their application to land use matters; Ability to understand complex and oral written directions; Ability to get along well with others; Initiative and resourcefulness; Tact; Good judgment; Physical demands commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- A. Master's Degree in Planning and one year experience in municipal planning, or;
- B. Bachelor's Degree in Architecture, Civil Engineering, Sociology, Economics, Urban Geography or related field and three years experience in municipal planning.

SEND RESUME AND COVER LETTER BY FEBRUARY 10, 2012 TO:

**Newburgh Civil Service Office
City Hall 83 Broadway
Newburgh, NY 12550**

**Or via e-mail to:
mmills@cityofnewburgh-ny.gov**

CITY OF NEWBURGH – AN EQUAL OPPORTUNITY EMPLOYER

1/25/12