



Extended Filing Period **PLANNER**

Full –Time Position
Provisional Appointment Pending Civil Service Exam
CSEA Union Benefits
Salary Range: \$53,621 - \$60,659

GENERAL STATEMENT OF DUTIES:

Plans, leads and monitors community and economic development projects; Manages the presentation of proposals from the community to the land use boards and participates in the assessment of plans for review and approval; 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, Architectural Review Committee and 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)

- Initiates and leads 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 statistics, and the writing of reports;
- Initiates applications for external funding; oversees the completion of work on funded projects and completes all reports as required;
- Initiates and assists in studies relating to zoning, parking, traffic and other facilities in the municipality;
- Applies GIS to produce maps and performs 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 and provides leadership to planning initiatives;
- Obtains and prepares 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;
- Maintains records of planning unit activities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the purposes, principles, terminology and practices of municipal planning; Working knowledge of sociological, economic, environmental, engineering, designs and research factors in problems intended to advance new development projects and establish public/private partnerships. In-depth knowledge of the principles and practices of GIS and graphic visual methods as applied to community planning; Working knowledge of methods for data collection analysis and interpretation of statistical data; Demonstration of in-depth knowledge of research methodology and techniques; Ability to assess and apply principles of historic architectural review and planning and comprehensive understanding of streamlining of land use board practices. Ability to understand complex and oral written directions; Ability to get along well with others; Initiative and resourcefulness; Physical demands commensurate with the demands for in-the-field work associated with the responsibilities

MINIMUM QUALIFICATIONS:

Master's Degree in Planning and two years' experience in municipal planning required. American Planning Association Certification preferred.

SEND RESUME AND COVER LETTER BY MARCH 2, 2015 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