

Town of East Greenbush

Planning and Zoning Department



Planner – Detailed Job Announcement

The Town of East Greenbush is seeking an energetic person to join our team as an entry level Planner. Those interested should have a demonstrated interest in and enthusiasm for municipal planning, be willing to take initiative, and bring a desire to learn and grow into the position. This is an excellent opportunity to join and make contributions to a busy municipal planning office in a growing community. We are seeking an enthusiastic professional looking to gain experience in all aspects of town planning and are willing to train the right individual.

Typical Responsibilities

- Act as staff support to boards and committees, as assigned, attending meetings, conducting research, providing information and assistance on a range of technical planning, environmental conservation, and community development issues
- Draft staff reports, board resolutions, and other materials supporting the Planning Board
- Assist with interpreting the Comprehensive Zoning Law, Subdivision Regulations, the Comprehensive Plan
- Provide support to the Town's Municipal Separate Storm Sewer (MS4) program
- Respond to inquiries from the public, development community, and other outside organizations
- Provide professional planning assistance, research, and recommendations for implementation and/or management of special projects on assignments relating to the comprehensive plan, MS4 program, complete streets, conservation advisory council, infrastructure program, and other Town initiatives
- Help maintain the Department website and assist in developing the Town's GIS platform
- Perform related work as required, or as the situation dictates

Skills Desired

- Demonstrated ability to work as a self-starter, manage multiple tasks and projects, and exercise judgement while working as part of a team
- A working knowledge of planning principles, the land use approval process, and SEQRA
- Familiarity with site plans and subdivision plans in relation to applicable requirements and planning principles; a working knowledge of common technical reports, such as traffic impact studies, engineering reports, SWPPPs
- Desire and ability to provide residents, developers, the public, and other stakeholders with responsive, clear, attentive, and effective customer service
- Prior experience with MS4 compliance -- or desire to learn; ability to perform field work tasks
- Strong writing and oral communication skills; ability to develop official correspondence
- GIS skills, including experience with the ESRI platform (including ArcGIS Online and mobile apps)
- Proficiency with common office computer applications, like Word, Outlook, Excel, and PowerPoint

Qualifications Sought

- Bachelor's degree in Planning, Urban Design, Public Administration, Landscape Architecture, Engineering, or a related field
- Master's degree in Planning, Public Administration, Landscape Architecture, or a related field and prior planning experience are preferred.
- You may be required to pass a civil service exam to be eligible for permanent appointment.

Supervision

You would work independently under the general supervision of the Director of Planning and Zoning. You would exercise some judgment when applying Town, state and federal laws, and planning practices.

Work Environment

- Consists of both office work and field work. Field work activities may include: travel over uneven terrain, exposure to the elements, and exposure to environments typical of stormwater management facility locations (e.g., wooded areas, construction sites, etc.).
- Possession of a valid driver's license or ability to obtain a license within 30 days of hiring
- Regular contact with town departments, as well as state, regional and local agencies, and frequent contact with the general public and applicants.
- Ability to attend evening meetings remotely and/or in person

Residency

Other things being equal, preference will be given to Town of East Greenbush residents or those planning or able to establish residency in East Greenbush upon job offer.

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This is an appointed full-time, salaried professional position. The salary range is \$40,000 to \$45,000 annually, commensurate with experience and qualifications. Excellent benefits package includes health, dental, and participation in the NY State & Local Retirement System. Fringe benefits include: American Planning Association membership dues paid. Interested applicants should submit a resume, cover letter, writing sample, and three (3) references by Tuesday, March 23, 2021 by mail or email to Lisa O'Brien at lobrien@eastgreenbush.org.