

TOWN OF EAST GREENBUSH

Job Announcement



Job Description

The Town of East Greenbush is currently looking to fill the position of Planner. An ideal candidate is enthusiastic, detail-oriented individual with knowledge of all phases of Planning.

MINIMUM REQUIREMENTS:

Must reside within the Town of East Greenbush. Four year degree or equivalent work experience in planning preferred. Excellent oral and written communication skills. Ability to present in public forums in a clear and concise manner. Ability to work with a diverse population.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ability to attend Planning Board and Zoning Board Meetings as scheduled
- Conduct SEQRA Coordinated Review
- Calculate Development fees in accordance with Town's Western GIS and draft fee letters to developers
- Review and Coordinate approval of updated road and drainage design standards
- Attend monthly Capital District Transportation Committee Planning Committee meetings
- Manage Town's Transportation Improvement Program (TIP) Projects
- Interpret PDDs and Site Plans to ensure compliance with Town's 2012 Comprehensive Zoning Law amendment to include Sunset Clause for PDDs and Site Plans
- Develop and implement new Planning Board application process
- MS4 Annual Report and Program
- Grant Applications and Funding
- Geographic Information Systems
- Develop Planning and Zoning Department Budgets
- Draft Resolutions for Town Board Meetings

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of GIS, file management procedures, record keeping and records management
- Skill in presenting technical information to the general public, boards, commissions and elected officials in a clear and concise manner.
- Skill in reading, interpreting, understanding and applying planning standards and procedures, applicable Federal rules and regulations, and Town policies and procedures
- Skill in working under pressure of deadlines, and establishing and maintaining cooperative working relationships with employees, officials, and other agencies and the general public.
- Skill in operating a personal computer utilizing a variety of business software in effective oral and written communication.
- Proficiency with Word, PowerPoint, Excel, GIS and CAD computer applications

All applications must be submitted to the Supervisor's Office no later than Friday, August 11, 2017.

Please email applications and resumes to lobrien@eastgreenbush.org

Contact information:

Contact Name: Lisa O'Brien

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