

HIRING OPPORTUNITY: CITY OF WATERTOWN

DEPARTMENT: Planning

POSITION TITLE: Planner

SALARY RANGE: \$55,265 - \$69,504

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

*PLEASE NOTE: This is a competitive title in the classified civil service. Appointment will be on a **provisional** basis only. To be eligible for permanent status, the individual accepting appointment will be required to pass a civil service exam and score among the top three.*

DISTINGUISHING FEATURES OF THE CLASS: This is the first level of the Planner series and is responsible for performing basic planning work through design, grant coordination, and review process facilitation. The incumbent works under the direction of the Planning & Community Development Director and the Senior Planner. Responsibilities, assigned by the Planning & Community Development Director, may include: Community Development Block Grant and other grant administration; housing programs; downtown revitalization; riverfront redevelopment; parks development; brownfield remediation; Municipal Separate Storm Sewer System (MS4); Complete Streets; urban forestry; zoning administration; formulating and updating the comprehensive land use plans and their regulations; analyzing, designing and developing processes and programs to effectively manage the growth of the community; planning, coordinating and directing redevelopment projects, transportation and mobility initiatives; assisting with developing a strategic plan and economic development goals in partnership with local and County development organizations, community groups and City Council; and responding to questions and concerns from community groups, City Council, City staff, and the public. The incumbent does related work as required.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's or 5-year Bachelor's Degree in planning, landscape architecture, environmental studies, historic preservation, public administration, communications, business administration, political science or a closely related field; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in planning, landscape architecture, environmental studies, historic preservation, public administration, communications, business administration, political science or a closely related field and one (1) year of practical experience in either planning (municipal, community, regional, or transportation), grant writing and administration, zoning administration, housing rehabilitation and ownership programs, economic development, downtown revitalization; OR
- (C) Graduation with a Bachelor's Degree in any subject and two (2) years of experience as defined by the limits of (B), OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

HOW TO APPLY: Apply through the online portal: <https://watertown-portal.mycivilservice.com/jobopps>

APPLICATION DEADLINE: 10/20/2024

Email civilservice@watertown-ny.gov for a complete job description.