



CITY OF WATERTOWN, NEW YORK
MUNICIPAL CIVIL SERVICE COMMISSION

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EXECUTIVE SECRETARY

PLEASE POST CONSPICUOUSLY

CITY OF WATERTOWN

ANNOUNCES

APPLICATIONS ARE BEING ACCEPTED FOR THE POSITION OF

PLANNER

DATE POSTED: August 26, 2022

SALARY: \$51,716 - \$65,041

PLEASE NOTE: This is a competitive title in the classified civil service; therefore, 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.

Interested persons should complete an online civil service application
<https://watertown-portal.mycivilservice.com/>

A complete job description is attached.

Amie L McIntyre

Executive Secretary



Planner

Job Specification
Classification: Competitive
Series: Planning
Level: 1 of 3

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.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Develops planning studies and reports in support of new and updated plans, programs and regulations.
- Reviews or assists in the review of moderately difficult development proposals and site plans for conformance with codes, plans, and regulations.
- Prepares and presents detailed reports on development proposals to government bodies.
- Collects a variety of statistical data and prepares reports and maps on topics such as census information, land use, tax base data, and occupancy rates.
- Evaluates or assists in the evaluation and preparation of required documentation for rezoning, ordinance amendments, site plans, special use permits, variances and other proposals.
- Acts as liaison between community groups, government agencies, developers and elected officials in developing neighborhood plans and fostering economic growth.
- Coordinates community review of public and private development projects.
- Provides information to the public regarding development regulations.
- Assists in resolving citizen and customer issues.
- Administer grant application and execution.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Planning and zoning principles and practices;
- Relevant specializations such as transportation, land use, affordable housing, MS4, and Complete Streets;
- Effective writing and presentation techniques;
- Research and data collection principles and practices; statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations;

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Knowledge of: (continued)

- Grant writing and administration practices and principles;
- Planning terminology, materials, and practices;
- Computer software, Internet and GIS technology;
- Applicable federal, state, and local laws, ordinances, codes, rules, and regulations.

Ability to:

- Identify grant funding sources, and draft and revise grants for planning and development projects;
- Review and analyze plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions;
- Create graphic designs, development strategies, and render site plans via sketches and/or computer graphics;
- Apply creative problem-solving skills to solve vaguely defined practical problems;
- Multi-task and to work independently and as part of a team;
- To prepare and maintain records including legal notices, agendas and minutes;;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others to exchange or convey information and to receive work direction

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree or 5 year Bachelor's Degree in planning, architecture, landscape architecture, engineering, environmental studies, historic preservation, public administration, or related field; or
- (B) Bachelor's Degree in planning, architecture, landscape architecture, engineering, environmental studies, historic preservation, public administration, or related field and 1 year of experience in planning (municipal, community, regional or transportation), grants writing and administration, environmental (SEQRA & NEPA) and cultural resource studies or reviews, zoning administration, housing rehabilitation and ownership programs, economic development, or downtown revitalization; or
- (C) Bachelor's Degree in any subject and 2 years of experience in planning (municipal, community, regional or transportation), grants writing and administration, environmental (SEQRA & NEPA) and cultural resources studies or reviews, zoning administration, housing rehabilitation and ownership programs, economic development, or downtown revitalization; or
- (D) An equivalent combination of experience and training as defined by the limits of above.

DRIVER'S LICENSE REQUIREMENT- No license requirement.

Classification history:

Revised: 11/15/2005; 3/20/2012; 1/19/2016