

# HIRING OPPORTUNITY: CITY OF WATERTOWN

DEPARTMENT: Planning

POSITION TITLE: Senior Planner

SALARY RANGE: \$62,475 - \$78,710

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 second level of the Planner series. Under the general direction of the Planning & Community Development Director, the incumbent assists the Director with planning, organizing, directing and integrating the City's planning program and services. Responsibilities 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; tree planting; 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; providing efficient distribution methodology for public awareness of impacts to residents, and maximizing grant funding opportunities to develop alternative financing; transportation and mobility initiatives; 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.

## MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in marketing, planning, preservation, public administration, communications, business administration, government, political science, or a closely related field and three (3) years of experience in either development or oversight of a public or private agency communications campaign; in planning (municipal, community, regional or transportation), grants writing and administration, zoning administration, housing rehabilitation and ownership programs, economic development, or downtown revitalization; OR

(B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in marketing, planning, preservation, public administration, communications, business administration, government, political science, or a closely related field and two (2) years of experience as defined in (A) above; OR

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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

APPLICATION DEADLINE: 07/31/24

Email [civilservice@watertown-ny.gov](mailto:civilservice@watertown-ny.gov) for a complete job description.