

JOB DESCRIPTION

November 15, 2021

TOWN AND VILLAGE PLANNER – ELLICOTTVILLE, NY:

POSITION DESCRIPTION: The Town of Ellicottville, Cattaraugus County, New York is seeking to hire a senior-level municipal planner for both the Town and Village of Ellicottville. The full-time position fills an immediate vacancy, which will subsequently be subject to civil service requirements.

The Town and Village Planner is responsible for the development, implementation and administration of all policies, procedures and regulations related to the community's planning and development programs. The work is interdisciplinary in nature, requiring knowledge of planning principles, as well as an understanding of NYS zoning process and NYS environmental assessment procedures. The Town and Village Planner works directly with, and advises the municipal legislative boards, planning boards, zoning boards of appeals, and other Town and Village officials with respect to matters relating to the physical development in the Town and Village on which his advice is requested or on which he deems it advisable to report.

SUPERVISION: The Town and Village Planner works at the direction of the Town Supervisor and Village Mayor, and administratively reports to the Town Engineer within the Engineering Department. The Town and Village Planner works closely with board/committee chairpersons and the municipality's Code Enforcement Officer, Engineer and Attorney. Depending on future staffing, the Town and Village Planner may supervise junior staff on a variety of planning tasks and reviews their work product.

DUTIES: The Town and Village Planner conducts technical reviews of applications and prepares reports and recommendations to the Town and Village Planning Boards and Zoning Boards of Appeals. The Town and Village Planner advises each Board in the exercise of its functions and procedures. Prepares agendas and public hearing notices, reviews minutes, coordinates in-person and virtual meetings and facilitates meetings of the Town and Village Planning Boards and Zoning Boards of Appeals. The Town and Village Planner is responsible for assessing development proposals for compliance with the comprehensive plan, zoning, subdivision regulations and other state and local land use controls related to residential, commercial, and industrial (re)development, urban design, historic preservation and architectural design, and downtown revitalization. Town and Village Planner works directly with Code Enforcement Officer and Engineer to coordinate development reviews and other municipal projects. The Town and Village Planner is responsible for conducting the required assessments and documenting compliance with the NY State Environmental Quality Review (SEQR) procedures for all proposed development as well as municipal-sponsored projects.

The Town and Village Planner drafts amendments to the zoning codes and comprehensive plans and facilitates their public review and board adoption process, including SEQR and inter-municipal reviews. The Town and Village Planner prepares or supports the preparation of grant applications and oversees the work of consultants preparing major planning studies.

The Town and Village Planner explains and interprets planning and/or zoning regulations to contractors, landowners, and the general public. Provides advice and technical assistance to business leaders and various other groups and agencies regarding the general planning and development in the Town and Village. And occasionally makes presentations to, and participates in events with other local governments and private groups interested in planning issues of local or regional concern.

SUGGESTED QUALIFICATIONS: A successful candidate will meet the following qualifications:

- A) Graduation from an accredited or New York State registered four (4) year college or university with a Bachelor's Degree in urban or regional planning, public administration, environmental studies, and supplemented by eight years of experience in municipal planning; or
- B) Graduation from a regionally accredited or New York State registered four (4) year college or university and a Master's Degree in planning, landscape architecture or related fields such as civil engineering or a law degree, and supplemented by five (5) years of experience in municipal planning with a minimum of one (1) year of responsible supervisory experience; or
- C) An equivalent combination of training and experience as defined by the limits of (A), and (B) to be determined by the Town.

TRAINING: Although not required, candidates having certification from the American Institute of Certified Planners is preferred. The Town and Village Planner will be expected to complete the Basic Code Enforcement Officer Training Program through the NYSDOS.

APPLICATION: The Town is accepting cover letters, resumes and professional references until December 17, 2021, to the attention of Mayor John Burrell, P.O. Box 475 Ellicottville, NY 14731 or by email mayorevl@gmail.com.

SALARY: Starting annual salary for a 40-hour work week will be commensurate with the successful candidate's experience and qualifications.