

VACANCY ANNOUNCEMENT



CITY OF MOUNT VERNON, NEW YORK
MAYOR SHAWYN PATTERSON-HOWARD
POSITION: SENIOR PLANNER
DEPARTMENT: PLANNING AND COMMUNITY DEVELOPMENT

The City of Mount Vernon is an equal opportunity employer and is committed to achieving full and equal opportunity without regard to race, religion, color, gender, physical or mental disability and sexual orientation. The City of Mount Vernon has a zero tolerance for all forms of harassment or reprisal.

OPENING DATE: 11/18/2022

CLOSING DATE: 12/01/2022

SALARY RANGE: \$57,138.50 to \$69,522.92

RESIDENCY REQUIREMENTS: *Preference will be given to qualified Mount Vernon residents. MUST be a resident of Westchester County*

APPLICATION INSTRUCTIONS:

Resumes and letters of interest should be addressed to:

City of Mount Vernon

Department of Human Resources

1 Roosevelt Square, Room 211

Mount Vernon, New York 10550

Or submitted via e-mail to: CityofMountVernonHR@cmvny.com

DISTINGUISHING FEATURES OF THE CLASS:

Under the general supervision of the Commissioner and/or Deputy Commissioner of the Planning Department, an incumbent of this class plans, coordinates, organizes and conducts complex planning studies and community development projects; represents the department before assigned boards and commissions; and prepares reports on planning issues as assigned. This level is distinguished from the Associate Planner by the complexity and scope of work, as well as a broader scope of responsibility over project areas. Supervision is exercised over planning staff, as delegated. The incumbent will also provide project leadership and guidance to students and interns. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

- Formulates, plans, and organizes physical planning studies related to existing and potential land use, zoning, population distribution, housing, community facilities, soil, water and other conservation issues, etc.;
- Evaluates and/or prepares reports and recommendations based on field studies and site surveys, data analysis, documentation review, etc.;
- Develops recommendations and prepares reports on zoning matters, proposed changes to local zoning ordinances, applications for subdivision and zoning matters, regulatory requirements, and construction proposals to facilitate decisions by the Planning Board, Zoning Board of Appeals, Architectural Review Board or City Council;
- Coordinates work with staff and officials from other City departments and responds to requests from private developers, builders, or residents for information;
- Participates in Citywide Comprehensive Plan and Zoning Ordinance amendment activities; Prepares sketches, site designs, and preliminary maps from field study data and reference materials;
- Prepares reports, minutes, and other documentation for assigned Board meetings;
- Organizes and prepares graphic and written materials for departmental use and for presentation at Board or Council meetings;
- Prepares and analyzes reports involved in environmental review process under NY State SEQRA's;
- Participates in staff meetings for the purpose of work in progress review, project planning and to keep abreast of department objectives.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the general principles and techniques used in municipal and regional land use planning, including zoning and sub-division regulations;
- Familiarity with transportation and environmental planning;
- Good knowledge of the sociological, economic, design and environmental factors involved in physical planning studies;
- Knowledge of principles, methodology, practice of research and data collection;
- Good knowledge of GIS, including mapping and analyzing data;
- Good knowledge of urban design;
- Ability to prepare sketches and preliminary maps from field studies or office materials;
- General understanding of urban design/architectural concepts and practices;
- Excellent interpersonal skills for facilitating relationships with elected/appointed officials or other decision-makers;
- Ability to communicate effectively both orally and in writing; resourcefulness; imagination; tact and courtesy;
- Good judgment; physical condition commensurate with the demands of the position,

ACCEPTABLE TRAINING AND EXPERIENCE:

- A) Bachelor's Degree from a recognized college or university in Urban or Regional Planning, Landscape Architecture, Civil Engineering or a related area of Physical Planning and three (3) years of professional environmental planning, local land use planning or development of zoning regulations experience either in a governmental agency or private firm; **OR**
- B) Master's Degree from a recognized college or university in one of the fields specified in A) and one (1) year of professional environmental planning, local land use planning, or development of zoning regulations experience, either in a governmental agency or private firm.

SPECIAL REOUIREMENT APPOINTMENT TO THIS POSITION:

- Possession of a valid New York state Driver's license.
- AICP Certification will be considered