

# VACANCY ANNOUNCEMENT



**CITY OF MOUNT VERNON, NEW YORK**  
**MAYOR SHAWYN PATTERSON-HOWARD**  
**POSITION: Commissioner, Planning and Community Development**  
**DEPARTMENT: Department of Planning and Community Development**

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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.

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**OPENING DATE: 9/10/2020**

**CLOSING DATE: 9/25/2020**

**SALARY RANGE: Commensurate with Experience**

**RESIDENCY REQUIREMENT: None**

**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](mailto:CityofMountVernonHR@cmvny.com)**

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## **DISTINGUISHING FEATURES OF THE CLASS**

Under general direction of the Mayor, directs the Planning Department and the Community Development program. Acts as advisor to the City Planning Board. Exercises full supervision over a number of professional staff and clerical support staff.

## **EXAMPLES OF WORK (ILLUSTRATIVE ONLY):**

- Advises the City on all planning matters referred to, or initiated by, the Planning Department;
- Researches, develops and implements programs and policies relative to all phases of city planning;
- Initiates broad city planning and development concepts for improvements or adjustment of existing situations;
- Confers with other levels of government in efforts to bring about cooperative approaches and agreements relative to mutually shared planning and zoning problems;
- Develops plans and planning concepts for the present and future development of the City including mass transportation routes, playgrounds, parks, public buildings, housing, public monuments, streets, public utilities and parking facilities;
- Act as advisor and consultant to the City Planning Board;
- Prepares and furnishes to the City Planning Board such reports, studies, plans and surveys as may be necessary to assist that board in the discharge of its duties.
- Directs the obtaining and administration of Federal and State grants; Develops department budget;
- Appoints, trains and develops staff

## **REQUIRED KNOWLEDGE SKILLS AND ABILITIES**

- Thorough knowledge of the general principles and techniques used in municipal planning and development;
- Good knowledge of zoning and subdivision principles and practices;
- Good knowledge of planning standards in land use development;
- Ability to direct the compiling and analysis of planning data;
- Good knowledge of principles of modern public administration;
- Ability to direct design preparation and field studies;
- Ability to motivate staff ability to prepare reports and presentations;
- Familiarity with Federal and State grant programs;
- Resourcefulness, imagination; tact; good judgment; physical condition commensurate with the position.

## **MINIMUM QUALIFICATIONS**

- The Commissioner of Planning and Community Development shall be a professional, educated and experienced in the administration and techniques of planning, community development and grants administration.