

Planner Position -

NYPF is a statewide, membership supported not-for-profit organization that was founded in 1937 to promote sound planning, land use and zoning practice in New York State which fosters orderly growth and development balanced with the protection of natural resources. NYPF is the only statewide organization that places its emphasis on training planning board and ZBA members. New York Planning Federation also provides workshops and training programs at both regional and state-wide levels with topics and up-to-date information geared to both newcomers and experienced planners.

The New York Planning Federation (NYPF) will be hiring a Part-Time Planner who will be hourly paid and who will work directly for the Executive Director of the New York Planning Federation.

Qualifications: Master's Degree (*preferred*) in planning or related field; and/or AICP accreditation/3 years experience working with local Planning and Zoning boards, the hours and days are flexible but must be willing to work out of the Albany office located at 600 Broadway, Albany, NY 12207. Duties include the following:

1. **TECHNICAL ASSISTANCE:** Provide small-scale technical assistance to NYPF member communities on request, provided that it is either supplemental to other local planning or regulatory efforts and does not compete unduly with the private sector. Most of this assistance is with the development of comprehensive plans, audits of plans and land use regulations and generic information related to planning in New York. Individual project review and specific legal opinions are not expected and will not be provided. Answer telephone and email questions and requests for information from planning and zoning board members and other members planning and zoning issues. Do limited research and provide links and references as needed.
2. **CONFERENCE PLANNING:** Assist in planning for the annual NYPF conference by providing ideas for speakers and topics, working with the APA on providing cm credit; establishing code enforcement credit and working with the bar association on providing CLE credits. The Planner will also assist in planning summer or fall trainings, writing up the awards announcements, by making one or two presentations at the conference and by helping at the registration table and as otherwise needed.
3. **NEWSLETTERS:** The NYPF produces four annual full newsletters and 7 enews each year. The Planner will help to write planning articles and book reviews, or find writers for articles for the Planning News.
4. **GRANTS AND CONTRACTS:** Pursue contracts with appropriate state agencies, authorities, corporations, not-for-profits and foundations to obtain funding to develop additional Municipal Officials Guides on various aspects of planning. Write grants in special instances in which NYPF staff has the interest and expertise to work either with a community or communities on a model, novel or regional approach to planning that can be replicated elsewhere.

Position is part-time, approximately 15-20 hours per week. Hourly rate will be based on experience. If interested please send resume to JBreselor@nypf.org; or mail to NYPF, 600 Broadway, Albany, NY 12207