



City of Saratoga Springs Municipal Civil Service Commission
474 Broadway, 3rd Floor Suite 31
Saratoga Springs, NY 12866
518-587-3550 EXT 2602 or 2602
www.saratoga-springs.org
civilservice@saratoga-springs.org

VACANCY ANNOUNCEMENT
Provisional

**ADMINISTRATOR OF PLANNING AND ECONOMIC
DEVELOPMENT**
Open Competitive

REISSUED: January 9th 2023

LAST FILING DATE: Until Filled

Applications must be received in the Civil Service Office by 1:00pm on the last filing. A résumé will not be accepted in place of a completed application. A vague application will not be interpreted in the applicant's favor. A decision may be made to not fill this position.

SALARY: 2023 \$98,095 2024 \$100,057

LOCATION: City of Saratoga Springs

MINIMUM QUALIFICATIONS: The following qualification(s) MUST be met and clearly stated on the City of Saratoga Springs employment application form: either

1. Graduation from a regionally accredited or New York State registered FOUR (4) YEAR college or university with a Master's Degree in Planning, Landscape Architecture, Urban Geography, or related field and four (4) years of full-time paid experience in Municipal, Regional, or Community planning or development, two (2) years of which must have been in a supervisory capacity; **OR**
2. Graduation from a regionally accredited or New York State registered FOUR (4) YEAR college or university with a Bachelor's Degree in Planning, Landscape Architecture, Urban Geography, or related field and five (5) years of full-time paid experience in Municipal, Regional or Community planning or development, three years of which must have been in a supervisory capacity.

DUTIES: This position, pursuant to Section 3.5 of the Charter of the City of Saratoga Springs, is a major administrative position responsible for planning, directing, and supervising the Office of Planning and Economic Development (OPED), which is responsible for City planning activities and for promoting the orderly economic development of the City, consistent with the City's Comprehensive Plan and other plans adopted by the City Council. The Administrator of OPED supervises staff support for the activities of the Planning Board, Zoning Board of Appeals, and Design Review Board. The work will involve considerable contact with public officials, attorneys, engineers, architects, land surveyors, developers, civic organizations, and the general public. The work is performed under the general supervision of the Mayor and the Deputy Mayor with wide leeway allowed for the exercise of independent judgement in carrying out the details of the work. The incumbent does related work as required.

***A provisional appointment is pending the appropriate NYS Civil Service Exam announced and administered locally. The provisional appointee will be required to sign up to take the exam once it is announced, pay the exam fee (or fee waiver if applicable), pass the exam and rank in the top three (3) grades to secure a permanent appointment**

*Applications are available in the Civil Service Office in City Hall, or online www.saratoga-springs.org under Civil Service, or email civilservice@saratoga-springs.org to request one be sent to you.

Completed applications can be emailed in, mailed in or dropped off to the office.