**Tim Miller Associates, Inc. – Senior Planner**

**About Us**

Tim Miller Associates, Inc. is a multi-discipline planning firm with a track record of providing high-quality planning and environmental services to land developers, companies, and institutions in the Hudson Valley region.

We seek a Senior Planner with skills in several of the following areas: land use planning, zoning, housing, demographic/market analysis, economic development, and environmental planning. We offer challenging and varied work assignments, opportunities for growth and a flexible work environment.

**Required Skills and Knowledge** TMA is seeking a senior level candidate with 5+ years of working experience and an AICP is preferred. The candidate will have knowledge of professional planning principles and practices. Excellent writing and presentation skills are a requirement of the position. The applicant must have knowledge of the New York State SEQRA Regulations and processes. The following specific skills are needed:

• Knowledge and ability to process US Census information including American Community Survey Data.

• Familiarity with NYS municipal Tax Assessment and taxes levied

• Familiarity with NYS Office of Real Property Services Data Base

• Ability to facilitate meetings and make presentations.

• Strong relationship-building and listening skills.

* Experience with creating written and graphic materials that will support DEIS and EAF documents.

The position requires experience in planning and research related to land use, housing, transportation, or other policy-based projects; or other work directly related to planning and development activities. We are seeking experience in:

• The preparation of environmental impact statements,

• Conducting research and preparing reports on land use, social, and economic issues.

• Contributing to comprehensive plans, zoning regulations or other development regulations.

• Designing and conducting outreach and engagement activities, including public meetings, and small group discussions.

• Coordinating with engineers, architects, attorneys, consultants and clients.

• Create maps, visual charts, and graphics to be used in documents and in support of analyses.

We are seeking a candidate with knowledge of the principles, practices, and techniques of planning, and familiarity with topics such as affordable housing, economic development, community outreach and urban design. The ability to read site plans and topographic maps is necessary. Facility with Microsoft Office, Lotus and GIS are needed. Knowledge of Autocad, Sketch-up and InDesign are also an asset.

We are an Equal Opportunity Employer. TMA encourages applications from people of all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military status, protected veteran status, or other status protected by law.

Applicants are asked to submit the following: 1) A letter of introduction describing your interest in contributing to Tim Miller Associates, 2) resume 3) two or three examples of writing.

Salary- $70,000-80,000.

Kindly reply to [kmarino@timmillerassociates.com](mailto:kmarino@timmillerassociates.com).