



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

SENIOR PLANNER

Open Competitive

REISSUED: March 28th 2024

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: 2024 \$68,001 NYS Retirement; Health, Dental and Vision Benefits; Paid time off; CSEA Union; Yearly increases

LOCATION: City of Saratoga Springs - Mayor's Office – Planning Department

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

- Possession of a Master's degree in Planning, Urban Geography, Architecture, Public Policy, Geographic Information Systems, Public Administration, Economics or a closely related field and two (2) years of full time paid planning experience; **OR**
- Graduation from an accredited college or university with a Bachelor's degree in Planning, Urban Geography, Architecture, Public Policy, Geographic Information Systems Public Administration, Economics or a closely related field and four (4) years of full time paid planning experience. **OR**
- Graduation from an accredited college or university with an Associate's degree in Planning, Urban Geography, Architecture, Public Policy, Geographic Information Systems Public Administration, Economics or a closely related field and six (6) years of full time paid planning experience

SPECIAL NOTES

- Applicants with American Institute of Certified Planners certification are preferred
- Must possess a valid NYS Driver's License and must maintain said license for the duration of employment.
- Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm> You must pay the required evaluation fee.

DUTIES: This position performs a range of intermediate professional duties relating to City planning, zoning, *urban design*, economic and community development and for assisting in the preparation of City planning policy documents, land use plans, regulations and reports. This position requires considerable communication with public officials, civic organizations, lawyers, architects, engineers, land surveyors, developers, contractors and the public. General supervision is provided by the Administrator of the office of Planning and Economic Development. Supervision may be exercised over the work of lower level staff and seasonal employees or interns. This incumbent does related work as required.

TYPICAL WORK ACTIVITIES: Illustrative only

- Provides primary staff assistance to Zoning Board of Appeals, Design Review Board and other land use boards as directed, including technical assistance to applicants, project review, guidance in the application of the State Environmental Quality Review Act (SEQRA) and attendance at night meetings;
- Assists in the coordination of the activities of the land use boards;
- Performs research and assists in preparation of zoning determinations by the Zoning and Building Inspector, comprehensive land use plans, municipal ordinances, and public policy documents;
- Performs research and assists in preparation of planning statistics, data, records and reports
- Conducts special studies and other related work as assigned;
- Provides staff assistance to special committees or ad hoc groups as assigned.

****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, postal mailed in or dropped off to the office.

Relssued: 03/2824