



TOWN OF BOLTON PLANNING DEPARTMENT NOTICE OF VACANCY

PLANNING & CODES COORDINATOR

The Town of Bolton is seeking a full-time Planning & Codes Coordinator to assist in our Planning Department. The position is responsible for coordination of activities in the office, including contact with the public and professionals (engineers, developers, attorneys). The Planning Department is responsible for the administration and enforcement of several town codes and ordinances, which include Zoning, Stormwater Control, and Sanitary Sewage Disposal. Duties will be assigned by the Director of Planning who serves as the Zoning Administrator and Code Enforcement Officer.

The successful candidate must be able to review development plans, maintain relevant computer skills, prepare reports/correspondence, conduct field inspections, and interact with the public. Must be able to work independently and cultivate and maintain working relationships with staff and the public. Attendance at night meetings may be expected. Supervision is exercised over a small number of subordinate office clerical employees.

SALARY:

\$50,000 - \$60,000 (commensurate with experience)

MINIMUM QUALIFICATIONS:

- A) **Bachelor's degree or higher** in planning, landscape architecture, geography, architecture, building science, engineering, public administration, public policy, related field, and one year of experience in municipal, community or regional planning, building/zoning inspection or construction experience, or related field; OR
- B) **Associate degree** in planning, landscape architecture, geography, architecture, building science, engineering, public administration, public policy or related field, and three years of experience in municipal, community or regional planning, building/zoning inspection or construction experience, or related field; OR
- C) **Graduation from high school or possession of a high school equivalency diploma** and four years of experience in municipal, community or regional planning, building/zoning inspection or construction experience, or related field.

SPECIAL REQUIREMENTS: Possession of a valid New York State Driver's License at the time of appointment or demonstrate an ability to meet the transportation requirements of the position.

The position will be filled based upon Civil Service requirements. A provisional appointment will be made with examination to be held at a later date. Candidate must meet Civil Service requirements for appointment following establishment of the Eligible List.

Interested candidates may submit a cover letter and resume, applications will be accepted until the position is filled.

Ronald F. Conover, Town Supervisor
4949 Lake Shore Drive, PO Box 355
Bolton Landing, NY 12814

Or email, Conover.R@Town.Bolton.NY.us

The Town of Bolton is an Equal Opportunity/Affirmative Action Employer