

TOWN PLANNER

Town of Patterson, Putnam County, New York

Salary Range \$55,000 - \$65,000/ year

Applications should be submitted by August 28, 2020 to:

Eileen Fitzpatrick, Town Clerk
Patterson Town Hall
P.O. Box 470, 1142 Route 311
Patterson, NY 12563
845-878-6500
townclerk@pattersonny.org

The Town of Patterson is seeking a creative, and energetic full-time Town Planner with diverse talents and abilities, and willing to learn. Good writing skills a must. This is an entry level position for the right individual interested in learning multi-disciplined municipal planning.

The position requires involvement in a variety of municipal government functions including land planning, economic development, assisting in drafting local laws, policies and practices, preparation of bids and RFP's, emergency planning and natural resource inventory and assessment. Applicants must have a basic understanding of Arcview GIS. Work is performed under general supervision of the Town Supervisor and/or Town Board. Direct supervision is exercised over the work of subordinate technical and clerical personnel. Typical Work Activities include:

Review of land development plans submitted by design professionals for completeness, for compliance with applicable zoning requirements, stormwater requirements and good land use practices. Prepares memos describing application's current status and any outstanding items which need to be completed;

Coordinates review process for applications before the Planning Board with Town's consultants and project design professionals;

Coordinates the State Environmental Quality Review Act procedures for applications before the Board and files, as appropriate, all SEQRA documents;

Prepares and files Resolutions and Determinations as requested;

Coordinates and/or prepares such studies and reports as may be requested;

Assign E-911 numbers

Prepares Annual Stormwater Report for NYSDEC

Maintain Stormwater Infrastructure Database.

Conduct inspections on sediment and erosion control practice, stormwater outfalls, post-construction stormwater practices and drainage structures.

Works with the Town Board to update and develop new laws, policies and practices as requested.

Preparation, submission and management of grant applications.

Candidates should demonstrate their full knowledge, skills, abilities and personal characteristics for fulfilling the requirements of the position including:

Basic understanding of the theories, concepts and techniques of municipal planning;

Good knowledge of the problems involved in land development planning work, good knowledge of pertinent municipal, county and state planning regulations and rules;

Basic understanding of zoning ordinances;

Working knowledge of Geographic Information System (GIS) hardware and software for the purpose of program database analysis and application; ability to provide professional advice, guidance and assistance to local community, and others interested in land development planning work; ability to prepare technical correspondence in the course of official duties;

Ability to organize assigned technical planning work and develop effective work methods; ability to establish and maintain cooperative working relationships with contractors, public officials and the public; ability to read maps, plans and specifications; ability to communicate both orally and in writing; tact and courtesy; mental alertness.

Demonstrate the ability to solve problems and has good writing skills.

MINIMUM QUALIFICATIONS: Either

- a) Master's degree in Planning or a related field; or
- b) Bachelor's degree in Planning or a related field and one (1) year of technical work experience in planning or related work which included use of personal computers and familiarity with Geographic Information Systems (GIS); or
- c) Associate's degree and three (3) years of technical work experience in planning or related work which included use of personal computers and familiarity with Geographic Information Systems (GIS); or
- d) Graduation from high school and five (5) years of technical work experience in planning or related work which included use of personal computers and

familiarity with Geographic Information Systems (GIS); or

- e) An equivalent combination of training and experience as described in a), b), c) and d) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.