

TOWN OF STILLWATER JOB POSTING

POSITION: PLANNER

STARTING SALARY RANGE: \$50,000 TO \$55,000 (*Experience Depending)

EXCELLENT BENEFITS

GENERAL DUTIES: Entry-level professional work involving the management and preparation of applications to the Planning Board, Zoning Board, and Town Board; performs a variety of planning tasks at the public counter, the office, and in the field, including basic intake and review of a wide variety of land use and development proposals, basic file research and maintenance, and map reading; prepares simple technical reports; creates and maintains databases; assists planners with research and planning studies and completion of planning and zoning studies in support of planning projects. A great deal of an Assistant Planner's time will be spent in the preparation of charts, maps, and narrative reports. Duties are performed under the direct supervision of the Senior Planner. Does related work and other duties as assigned.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Planning, Architecture, Administration, Statistics, Sociology, Environmental Science or closely related field and one (1) year experience or its part time equivalent in working with a Planning and Zoning Board.; OR
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Planning, Architecture, Administration, Statistics, Sociology, Environmental Science or closely related field and three (3) years' experience or its part time equivalent in working with a Planning and Zoning Board

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the purposes, principles, terminology and procedures involved in community planning; Thorough knowledge of current methods for collecting, analyzing and interpreting statistical data; Thorough knowledge of zoning and land use practices; Ability to analyze statistical data and prepare graphs, diagrams and reports; Ability to establish harmonious relations with co-workers and superiors; Ability to understand and carry out oral and written instructions.

*****This position will be filled on a "provisional" basis, pending the results of a civil service exam to be scheduled at a later date*****

Please submit cover letter and resume to:

Stillwater Town Clerk

Attention: Building and Planning and Development Department

PO Box 700

Stillwater, NY 12170

Or via email at dcowin@stillwaterny.org

Application Deadline: March 28, 2025

The Town of Stillwater is an equal opportunity employer.