

CITY OF GLENS FALLS  
NOTICE OF VACANCY

PLANNING AND ZONING BOARD COORDINATOR—Part-Time

City of Glens Falls is seeking candidates to fill the part-time position of Planning and Zoning Coordinator. The employee is responsible for providing technical and administrative support to the Planning and Zoning Board for the City of Glens Falls. Duties include initial review of zoning/planning applications and the coordination of the review process for each application. The position involves a great deal of contact with the municipal officials/staff, applicants, and the public. The work may require attendance at various evening municipal meetings. Does related work as required.

**SALARY:** \$40.00/hour

**MINIMUM QUALIFICATIONS:**

- A. Bachelor's degree in planning, Architecture, Landscape Architecture. Engineering or related field and 1 year of experience in municipal code enforcement, municipal planning, community planning, regional planning, or related field or.
- B. Associate degree in planning architecture, Landscape Architecture. Engineering or related field and 3 years of experience in municipal code enforcement, municipal planning, community planning, regional planning, or related field or.
- C. Graduation from high school or possession of a high school equivalency diploma and 4 years of experience in municipal code enforcement; municipal planning, community planning, regional planning, or related field.

*Position will remain open until it is filled, based on Civil Service requirements. A provisional appointment will be made with examination to be held at a later date. The selected candidate must meet civil service requirements for appointment following the establishment of eligibility list.*

Interested candidates should submit a resume and cover letter describing how they are qualified and why they are interested in the position to:

City of Glens Falls  
ATT: Human Resource  
42 Ridge Street  
Glens Falls, NY 12801  
personnel@cityofglensfallsny.gov

## **PLANNING AND ZONING BOARD COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for providing technical and administrative support to the Planning and Zoning Board for the City of Glens Falls. Duties include initial review of zoning/planning applications and the coordination of the review process for each application. The incumbent provides information and technical assistance to the Planning and Zoning Board and also acts as liaison between the Board and various applicants, agencies and officials involved in the application/ review process. The position involved a great deal of contact with the municipal officials/staff, applicants and the public. The work may be performed under the general supervision of the Code Enforcement Officer, with considerable leeway allowed for the performance of duties relating to Planning and Zoning Board matters. The work may require attendance at various evening municipal meetings. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Receives zoning/planning applications and performs technical review of submitted documentation to ensure completeness and compliance with applicable zoning requirements;

Responds to inquiries and provides technical information regarding Planning and Zoning Board application processes with applicants, City officials, citizens, contractors, developers, design professionals and other interested parties;

Facilitates zoning/planning application processes by corresponding/meeting with applicants to review technical comments, answer questions and assist with comment closeout requirements;

Performs research and prepares zoning compliance notices, letters and correspondence;

Maintains records, indexes and files of applications and disposition of each application;

Attends Planning and Zoning Board meetings and provides technical assistance;

Manages Planning and Zoning Board meeting administrative requirements relating to application processes, including coordination/distribution of notices/review letters;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Collaborates with Code Enforcement Officer and Building and Codes Department staff to perform related assignments;

Performs related duties, as assigned by the Code Enforcement Officer.

### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Thorough knowledge of planning and zoning principles, practices and local regulations;

Thorough knowledge of local procedures of the Planning and Zoning Board;

Ability to establish and maintain cooperative relationships with public officials, applicants, contractors, architects and the general public;

Ability to understand and explain local regulations and procedures in clear non-technical terms;

Ability to read, understand and interpret complex written material, including codes and ordinances;

Ability to effectively use computer applications such as spreadsheets, word processing, email and database software;

Courtesy, initiative, resourcefulness, good judgment, tact.

### **MINIMUM QUALIFICATIONS:**

A) Bachelor's degree in planning, architecture, landscape architecture, engineering or related field and one (1) year of experience in municipal code enforcement, municipal planning, community planning, regional planning or related field; or

- B) Associate's degree in planning, architecture, landscape architecture, engineering or related field and three (3) years of experience in municipal code enforcement, municipal planning, community planning, regional planning or related field; or
- C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in municipal code enforcement, municipal planning, community planning, regional planning or related field.

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**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. 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.