



## **Job description**

Town of Milton

Department: Planning and Development

Position: Director of Planning

Grade / Step: Grade 10, Step 1

Appointment Type: Competitive

### **Description:**

Under the Supervision of the Supervisor and Town Board, the Director of Planning will be responsible for:

- Management over the land use application approval process and SEQRA coordinated review process for all site plan, special use, subdivision and planned development district actions submitted to the Town's Planning Board, Zoning Board of Appeals, and Town Board;
- Attendance at meetings to interpret zoning laws, subdivision regulations, and the comprehensive plan;
- Drafting of reports, board resolutions, and other materials;
- Management of the Planning Board and Zoning Board of Appeals webpages;
- Coordination with the consultants throughout project review;
- Management of the Municipal Separate Storm Sewer (MS4) program as MS4 Coordinator, including attendance at MS4 community meetings, training conferences, and submittal of annual report;
- Supporting the Town Board and appointed Committees by providing technical planning assistance, including research, guidance, and recommendations for implementation and/or management of special projects relating to the comprehensive plan and zoning law, the MS4 program, complete streets, environmental conservation, open space, trails and parks, infrastructure, and other Town initiatives;



- Supervision of staff which may include a clerical staff person, stormwater staff person, etc;
- Responding to inquiries from the public, development community, or other outside organizations,
- Preparation and management of the departmental budget;
- Performance of related work as required, or as the situation dictates.

**Desired Competencies:**

Demonstrated ability to manage multiple tasks and projects, coordinate and delegate work, and exercise judgement while leading a team; working knowledge of NYS Municipal Home Rule, planning principles, the land use approval process, and the New York State Environmental Quality Review Act (SEQRA); experience with site plans and subdivision plans in relation to applicable requirements and planning principles; a working knowledge of common technical reports, such as traffic impact studies, engineering reports, and SWPPPs; desire and ability to provide residents, developers, the public, and other stakeholders with responsive, clear, attentive, and effective customer service; knowledge of MS4 compliance; ability to perform field work tasks; strong writing and oral communication skills; ability to provide official correspondence; digital mapping research and manipulation skills, with GIS knowledge of the ESRI platform (including ArcGIS Online and mobile apps); proficiency with common office computer applications, like Word, Outlook, Excel, and PowerPoint.

**Minimum Qualifications:**

- Possession of a Master’s Degree in Planning, Architecture, Landscape Architecture, Geography, Government, Public Administration, Engineering or closely related field and three (3) years of experience in community planning, at least one (1) year of which must have been in a supervisory capacity; Or
- Possession of a Bachelor’s Degree in Planning, Architecture, Landscape Architecture, Geography, Government, Public Administration, Engineering or closely related field and five (5) years of experience in community planning, at least one (1) year of which must have been in a supervisory capacity.



**Schedule:** Flexible /40 hours per week.

**Compensation:** \$75,670 annually.

**Benefits:** Medical and Dental Insurance, Paid Time Off, NYS Retirement

**Optional Benefits:** Vision Insurance, Supplemental Insurance, Deferred Compensation

**Applying:** Qualified candidates should e-mail their resume to [spine@townofmiltonny.org](mailto:spine@townofmiltonny.org)

Job Type: Full-time

Salary: \$75,670.00 per year

Benefits:

- Dental insurance
- Flexible schedule
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday