



## TOWN OF EVANS DIRECTOR OF PLANNING/COMMUNITY DEVELOPMENT JOB POSTING

The Town is currently looking for a full-time Director of Planning and Community Development to advise and assist the Evans Town Board on the following:

- Develop and/or implement programs to ensure the growth, overall health and vitality of the Town.
- Work with local, state and regional partners to advance the Town of Evans for the purpose of residential, commercial and industrial development.
- Identify and seek out opportunities for new business, and the growth, expansion and retention of current businesses in the community.
- Oversee Town of Evans Business Revolving Loan fund.
- Work with Town Board and community leaders to secure funding, negotiate work contracts and develop long-term plans for economic development in the community.
- Research, develop, submit and administer grant applications for a variety of community enhancement projects (infrastructure, capital improvements, economic development, etc.).
- Member of the Evans Economic Development Advisory Committee, which was formed by the Town Board to assist with development issues and implementation of the Master Plan and Economic Development Action Plan.
- Implementation of the Lake Erie Beach Neighborhood Revitalization Strategy.
- Serve as Director of Planning, working with the Town's planning consultant to:
  - Represent the organization on regional/local boards;
  - Implement Local Planning documents;
  - Evaluate planning-related legislation and applicability to department projects;
  - SEQR review;
  - Development review of site plans, subdivisions and rezones; and
  - Attend Planning Board work sessions and meetings as professional staff to the Board.

### Preferred Knowledge

- Knowledge of operations, services, and activities of town planning and development programs.
- Knowledge of principles, practices, and theories of community planning and development, and land use laws in a municipal setting.
- Knowledge of organization, function, and authority of various Town departments.
- Knowledge of applicable Federal, State, and local laws, ordinances, statutes, and regulations.
- Ability to develop, implement, and administer goals, objectives, and procedures for providing effective and efficient services for the Town.
- Ability to analyze problems, provide alternatives, identify solutions in support of established goals, and project consequences of proposed actions.
- Ability to provide professional, courteous, and efficient service to the public.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to identify and respond to community and Town Board issues, concerns, and needs.
- Ability to establish and maintain effective working relationships with Town staff and officials, other government officials, community groups and the general public.
- Considerable knowledge of the theory, principles and techniques of the planning profession and development process.
- Knowledge of federal, state and local laws, ordinances and codes pertaining to a wide variety of planning topics.
- Considerable knowledge of the methods and techniques of research and analysis.
- Knowledge of computer applications including Microsoft Office, Internet applications, and GIS.

## Required Skills

- Effective and persuasive leadership comfortable with all levels of staff, public and others.
- Proven management skills and ability to manage day-to-day operations.
- Strong written and oral communication skills, including the editing, oversight or preparation of reports, and the presentation of information to government entities and various committees.
- Strong interpersonal and public relations skills to work effectively with various officials, staff, citizens and other customers.
- Strong organizational skills.
- Strong problem-solving and negotiation skills.
- Ability to exercise sound and independent judgment within general policy guidelines.

## Minimum Qualifications

This position level requires a bachelor's degree in urban planning, public administration or a related field and a minimum of 5 years of planning and/or community development experience. Preferred, four years of experience in a leading role capacity. AICP Certification is a plus. Preference may be given to applicants possessing qualifications above the minimum.

**Please apply through [Indeed.com](https://www.indeed.com) or submit cover letter and resume by 11:00am, Tuesday, January 29 to:**

Supervisor's Office  
Town of Evans  
8787 Erie Road  
Angola, New York 14006

By Order of the Town Board  
of the Town of Evans  
Lynn M. Krajacic RMC  
Town Clerk