



**CITY OF PEEKSKILL**

**840 Main Street  
Peekskill, New York 10566**

**Office: (914) 737-3400  
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**VACANCY (1) FOR ASSISTANT PLANNER (PLANNING)**

**Posting Date: July 13, 2021**

**Starting Salary: 70,609.00**

The City of Peekskill, located in Westchester County, is seeking a full-time Assistant Planner (Planning) for the Department of Planning and Development. As part of the City's team, the selected candidate will play a key role in project management and oversight for the recently awarded \$10 million NYS Downtown Revitalization Initiative grant. Please see the attached job description for a complete list of duties and responsibilities.

**If you have applied for this position within the last month, there is no need to resubmit an application since previously received applications are also under consideration at this time.** Applicants must submit a Letter of Interest, City of Peekskill Application and Resume to the City of Peekskill Human Resources Department, 840 Main Street, Peekskill, NY 10566. You may also submit this material via e-mail ([jduncan@cityofpeekskill.com](mailto:jduncan@cityofpeekskill.com) and [jfriedman@cityofpeekskill.com](mailto:jfriedman@cityofpeekskill.com)). Employment Applications can be obtained from the City's website [www.cityofpeekskill.com](http://www.cityofpeekskill.com) (Human Resources Department).

There are no residency requirements to participate in the application process, but preference in appointment may be given to qualified candidates that have been City of Peekskill residents for at least 30 days prior to the effective date of appointment.

**Application Deadline: July 23, 2021**

The City of Peekskill is an Equal Opportunity Employer.



<b>CITY OF PEEKSKILL JOB DESCRIPTION</b>
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<i>Job Title:</i>	<b>Assistant Planner (Planning)</b>	<i>Department:</i>	<b>Planning and Development</b>
<i>Position Number:</i>		<i>Department Number:</i>	
<i>Reports to:</i>	<b>Director of Planning</b>	<i>Civil Service Classification:</i>	<b>Competitive</b>
<i>Prepared by:</i>	<b>City of Human Resources Department</b>	<i>Employment Status:</i>	<b>Full-Time</b>
		<i>FLSA Status:</i>	<b>Non-Exempt</b>

**JOB SUMMARY**

Provide City planning services and project review and implementation for City-sponsored projects, and provide assistance to private recipients of the Downtown Revitalization Initiative grant. Manage a variety of projects related to public works, economic development, civic engagement, public relations and any others as defined by the Director of Planning.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Manage special projects such as the planning and implementation of parks, neighborhoods, infrastructure, and the environment, with an emphasis on Downtown Revitalization Initiative (DRI) grant projects.
- Conduct planning-related activities and data gathering.
- Prepare Request for Proposals, advertise, review proposals, interview, and establish a list and rating of qualified consultants. Prepare contracts and negotiate terms with chosen consultant.
- Coordinate the work of multiple consultants, permitting and funding agencies, Obtain data and information, review consultants' work, obtain approvals from funding and permitting agencies, and authorize payments.
- Set up, advertise and supervise public meetings. Supervise and communicate with Advisory Committees. Coordinate presentations to the Common Council.
- Coordinate consultants' technical specifications with the City's bid documents and advertise bidding for construction projects. Conduct site visits, answer questions, hold bid opening, review bids, prepare contracts, and obtain required bonds and insurance. Monitor construction with DPW personnel and inspection consultants, process change orders, pay invoices, and evaluate progress of construction and compliance with plans and grant contract. File status reports, submit drawdown documentation for reimbursement, closeout documentation, and budget reconciliation for final payment; manage grant budget.
- Assist with the preparation and administration of various grants as assigned; oversee student interns as needed.

**SUPERVISORY RESPONSIBILITIES**

The Assistant Planner may supervise student interns and consultants.

**MINIMUM QUALIFICATIONS:**

*(As adopted by the Westchester County Human Resources Department)*

Either: (a) Bachelor's Degree\* and one (1) year of experience in which the primary function of the position was urban or regional planning, architecture, engineering, or a related field; or (b) Bachelor's Degree\* in City, Urban, or Regional Planning, Engineering (Civil, Environmental, Traffic or similar), Architecture, Landscape Architecture, Geography or a related field.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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

### **PHYSICAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, use hands to finger or grasp, reach with hands and arms. The employee is frequently required to talk and hear. The employee is occasionally required to stand and walk.

The physical requirements of this position also require the ability to exert up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or regularly to move objects.

### **ENVIRONMENTAL CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is not subject to substantial exposure to adverse environmental conditions.

### **EMPLOYER'S DISCLAIMER:**

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee holding this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as required by the applicable Department Head/supervisor and/or City Manager.
- This job description is intended for the internal use by the City of Peekskill and does not replace the job specification that has been adopted by the Westchester County Human Resources Department.
- This job description does not create a contract of employment, express or implied.