

# **NOTICE OF JOB VACANCY**

TITLE: Planner II/Historic Preservation Specialist

DEPARTMENT: Planning

NUMBER OF VACANCIES: One (1) Provisional

PAY RANGE: Grade 19 \$43,293/yr to \$61,151/yr. (\$23.7875/hr to \$33.5994/hr)  
(With longevity increments when applicable)

**RESIDENCY: MUST BE A RESIDENT OF THE CITY OF NIAGARA FALLS WITHIN 6 MONTHS OF APPOINTMENT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a responsible planning and historic preservation position performed in the City's Community Development. The employee assists the Director in all activities inherent in the Planning Office and specifically for those activities involving the Planning Board and Historic Preservation Commission. Responsibilities include providing technical and professional assistance on any Planning, Zoning, Land Use, and historic preservation issues. The work consists of project management, zoning and development review and policy analysis. Other general duties include preparation and public presentation of planning and historic structures reports and grant applications, and providing technical assistance to the Niagara Falls Historic Preservation Commission. Direct and general supervision is received from the Senior Planner. Supervision is exercised over student interns, temporary and part time employees.

## **MINIMUM QUALIFICATIONS:**

(A) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree in planning, geography, or related field, and three (3) years' experience involving urban planning and/or historic preservation.

## **SPECIAL REQUIREMENT:**

Eligibles must possess a New York State driver's license at time of appointment.

**NOTE:** At least one (1) year of appropriate experience is required. Possession of a Master's degree in the appropriate field may be substituted for up to two (2) years of experience.