

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 responsible planning and historic preservation position performed in the City's Community Development Department. 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.

TYPICAL WORK ACTIVITIES:

Prepares planning reports on policy issues, zoning amendments and site plan applications, including drafting legal text for such reports or amendments and undertaking any necessary ancillary research;

Assists the Zoning Board of Appeals and Planning Board in review of development projects;

Reviews zoning and site plan applications with applicants, architects and lawyers and recommends course of action and provides technical assistance to persons regarding preservation or reuse of historic structures;

Prepares and administers consultant projects/studies, including grant applications and administration;

Develops and implements Historic Preservation program and administers Certified Local Government Program, including chairing Historic Preservation Commission meetings; coordinating historic/architectural research, preparing and writing reports, and forwarding documentation for City Council approval;

Works with Zoning ordinance, Comprehensive Plan, Secretary of the Interior Standards, State and Federal legislation;

Prepares routine correspondence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of municipal land use law and the principles and techniques used in municipal, county and state/regional land use planning; ability to prepare clear, technically sound, accurate reports and presentations including the use of graphics and statistical information from multiple media sources; ability to organize and develop research work; ability to prepare effective correspondence; ability to perform routine office management; ability to get along well with others; good judgment; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER

- (A) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree in Business Administration, Planning, Urban Geography, Public Policy, or related field, and (6) months experience with government programs related to Planning and/or Economic Development..

OR

- (B) Graduation from a regionally accredited or New York State registered two-year college or university with an Associates Degree in Business Administration, City Planning, Urban Geography, Public Policy, or related field, and (1) year experience with government programs related to Planning and/or Economic Development..

SPECIAL REQUIREMENTS:

Eligibles must possess a valid New York State driver's license (or equivalent) at time of appointment.

This position will be posted from November 9, 2022 – November 22, 2022