

NOTICE
(As of September 9, 2026)

POSITION OPENING

In accordance with the Agreement between the Town of Rotterdam and the Town of Rotterdam Unit of the Schenectady County Chapter of the CSEA, Inc., the following position is open:

Planner I

<u>Compensation</u>		
<u>Title</u>		<u>Salary</u>
Planner I	(2026)	\$69,223.00

The above title is classified as a competitive position and does require a competitive examination under Civil Service Law.

Location:

Town of Rotterdam DPW Office

Qualifications:

See attached Civil Service Job Description.

Permanent appointment to positions in Schenectady County is contingent upon the successful completion of a criminal background check. All interested parties should complete and submit a standard Civil Service application form available on the Town's website at <https://www.rotterdamny.org/whats-new/employment-opportunities>. Application forms must be filed with the Town Supervisor's Office no later than close of business on **Wednesday, September 23, 2026**. Applications can be sent via USPS to Town of Rotterdam, Supervisor's Office, 1100 Sunrise Boulevard, Schenectady, New York 12306 or by email to Supervisor@rotterdamny.org.

The Town of Rotterdam is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin or any other protected class or category.

cc: **Town Supervisor**
 Town Board
 Town Clerk
 Comptroller
 CSEA President
 All Departments

Post this notice in all Town Buildings and Departments



Job Specification

PLANNER I

Job Specification #: 0810

Adopted CSC: 12/11/84

Classification: Competitive

Revised CSC: 01/22/26; 06/18/26

DISTINGUISHING FEATURES OF THE CLASS:

This is the beginning level of professional planning work involving responsibility to perform limited office and field assignments in connection with municipal, regional or community planning projects. Responsibilities include collecting and analyzing data, preparing charts and other graphic materials and assisting with community planning projects and programs. The work is performed under general supervision of a Planner II or other supervisor with limited leeway allowed for independent judgment in carrying out the details of the work. The incumbent may be responsible for supervising the work of the Assistant Planner. Performs related work as required.

TYPICAL WORK ACTIVITIES (Illustrative only):

- Performs a variety of planning and economic development projects including administration of government programs and grant preparation and administration under supervision;
- Collects data and participates in studies involving research, investigation analysis of sociological, economic and environmental factors related to municipal, regional, and community planning;
- Collects, analyzes and tabulates statistical data for use in population, housing, community development and land use reports;
- Prepares charts, drafts, working drawings, designs, layouts to scale and other graphic materials to aid in the planning function;
- Attends neighborhood, community development and housing meetings to offer staff assistance relative to community planning projects and programs;
- Performs a variety of related tasks as required.

ADDITIONAL WORK ACTIVITIES WHEN ASSIGNED TO SCHENECTADY COUNTY (Illustrative only):

- Coordinates County reviews of rezonings, ordinance amendments, development projects and other proposals under NYS General Municipal Law, Section 239;
- Assists municipalities with updates to land development and zoning regulations;
- Collects data and participates in studies involving research and analysis of demographic, economic, transportation, and environmental factors related to municipal, regional, and community planning;

ADDITIONAL WORK ACTIVITIES WHEN ASSIGNED TO THE TOWN OF ROTTERDAM (Illustrative only):

- Evaluate all site plans, special use permits, and subdivision applications to ensure strict statutory consistency with the Town's Comprehensive Plan goals.
- Review site plans, special use permits, and subdivision layouts against the specific provisions of NYS Town Law (§ 274-a, § 274-b, and § 276) and the Town's local zoning and subdivision regulations.
- Facilitate the NYS Environmental Quality Review Act (SEQRA) process. Review Short and Full Environmental Assessment Forms (EAFs), assist senior staff in drafting Determinations of Significance (Negative/Positive Declarations), and ensure proper NYS DEC filing timelines.
- Identify development applications subject to NYS General Municipal Law 239-m & 239-n. Prepare and submit referral packages to the County Planning and Economic Development Commissioner regarding projects near state/county roads, parks, or municipal boundaries.

ADDITIONAL WORK ACTIVITIES WHEN ASSIGNED TO THE TOWN OF ROTTERDAM (Cont.):

- Assemble agendas, staff reports, and public notice materials for the Town Board, Planning Board and Zoning Board of Appeals (ZBA). Ensure compliance with the NYS Open Meeting Law and local public hearing publication mandates.
- Serve as the primary front-counter and phone contact for the public including residents, business owners, and developers. Explain Town land use laws, variance procedures, and how applicants can use the Town Zoning Code and Comprehensive Plan to design compliant projects.
- GIS Map Use and Maintenance: Utilize ArcGIS and the Schenectady Internet Mapping System (SIMS) to interpret and maintain Town zoning maps, land use inventories, infrastructure, and overlay districts.
- Implements and uses Muncipity software efficiently to complete work activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Working knowledge of the purposes, principles, terminology and practices employed in municipal planning; working knowledge of the sociological, economic, environmental, engineering, design and research factors in problems involved in community planning; ability to understand and follow detailed oral or written instructions; Ability to compose letters, memoranda, charts and reports; good organizational skills.

MINIMUM QUALIFICATIONS:

- A) Possession of a Master's degree* in Planning, Civil Engineering, Urban Geography, Landscape Architecture, Government, Public Administration, Economics or a related field; OR
- B) Possession of a Bachelor's degree* in Planning, Civil Engineering, Urban Geography, Landscape Architecture, Government, Public Administration, Economics, or a related field and one (1) year of experience in municipal, community or regional planning; OR
- C) Possession of an Associate's degree* in Planning, Civil Engineering, Urban Geography, Government, Public Administration, Economics, Landscape Architecture, or a related field, and three (3) years of experience in municipal, community or regional planning; OR
- D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

MINIMUM QUALIFICATIONS FOR WHAN ASSIGNED TO SCHENECTADY COUNTY:

- A) Possession of a Master's degree* in Planning, Civil Engineering, Urban Geography, Landscape Architecture, Government, Public Administration, Economics or a related field; OR
- B) Possession of a Bachelor's degree* in Planning, Civil Engineering, Urban Geography, Landscape Architecture, Government, Public Administration, Economics, or a related field and one (1) year of experience in municipal, community or regional planning; OR
- C) An equivalent combination of training and experience as defined by the limits of (A), and (B) above.

SPECIAL REQUIREMENT WHEN ASSIGNED TO SCHENECTADY COUNTY:

- Candidates must possess a valid driver's license issued by the New York State Department of Motor Vehicles at the time of appointment and must maintain such license throughout employment.

NOTE: *Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.