



Position Advertisement

The City of Jamestown is seeking applications for the position of Principal Planner. The Principal Planner will direct and implement the city's planning efforts to benefit all residents of the City of Jamestown. Work is performed under the general direction of the Director of the Department of Development in accordance with established policies and procedures with the expectation that independent judgment will be exercised in carrying out the details of the work. This is an excellent opportunity to join a fast-paced municipal housing and development team in a vibrant and growing community.

The City of Jamestown, the largest population center in Chautauqua County with a population of approximately 30,000 residents, is situated between Lake Erie and Allegheny National Forest. This vibrant community serves as the center of a greater metropolitan area of more than 70,000 residents and a market area of nearly 175,000 people. Jamestown is the industrial, commercial, financial and recreational hub of Southwestern New York and boasts a rich local history.

The successful candidate will be forward-thinking, innovative, and detail-oriented and will possess strong interpersonal and creative problem-solving skills and a genuine desire to actively promote a diverse, thriving, and dynamic community by utilizing creative planning principles to guide land use while ensuring excellent customer service; fostering safe and sustainable development; working with the community, stakeholders, and city officials to develop and implement policies to maximize quality of life and shape the future of the City of Jamestown.

About the Department of Development

The Department of Development is committed to enhancing the quality of life for all residents living and working in the City of Jamestown by strengthening our neighborhoods through successful housing and commercial rehabilitation efforts; maximizing opportunities for social, cultural and economic development; and providing a safe, livable, and sustainable community for our present and future citizens. The DOD establishes and sustains an orderly and consistent approach to land use that incorporates sustainability, city design, resilience, equity, and opportunity into ongoing practice and long-range planning.

The DOD was established to oversee the development of the City's industrial, commercial and residential sectors and to facilitate planning; zoning; code enforcement (residential and commercial); administration of Federal, State, and philanthropic grants; processing grant applications for City endeavors; coordination of neighborhood and housing rehabilitation initiatives; marketing of commercial and residential properties; and administration of the City's revolving loan program and is inclusive of the Jamestown Local Development Corporation (JLDC) and the Jamestown Urban Renewal Agency (JURA).

The DOD also aids business owners, both small and large, with grants and low-interest loan programs and administers the Community Development Block Grant (CDBG) and HOME Program funds granted by the Department of Housing and Urban Development (HUD).

About the Position

The City of Jamestown is seeking an urban planner with an interest in improving the livability and economic regeneration of the community. The planner will have a background in urban design, planning, and land resource management. The planner will work closely with the City Building & Zoning Code Enforcement Officer and Department of Development staff to achieve goals and objectives set forth by the Department. The planner will collaborate with other city departments as necessary to ensure development, zoning and planning activities are coordinated across all relevant disciplines and departments. The planner will provide unbiased guidance on all development activities including design, historic preservation, and environmental impact to the Department of Development, Planning Commission, Department of Public Works, and City Council.

Essential Duties

- Work closely with the City's elected and appointed leadership in setting and carrying out the City's vision, mission and objectives for planning.
- Design review of downtown façade projects and preparation of conceptual designs for downtown improvements.
- Evaluate planning legislation and applicability to department projects.
- Author or contribute to the writing of specific plans for adoption and coordinates the approval process working closely with Zoning, Public Works Department, and coordinates public input.
- Coordinate the approval process for plan adoption.
- Coordinate with various entities to ensure the continued successful implementation of adopted plans. Provides guidance in design and makes recommendations for funding.
- Provide technical assistance and guide private developers through the regulatory process.
- Coordinate with developers, building owners, design professionals, and agencies on rehabilitation, restoration, adaptive-reuse and building expansion activities.
- Coordinate the City's site plan review and historic preservation review process with applicants and all city, county and state governmental agencies involved.
- Provide reliable coordination and guidance of City Planning and Zoning activities such as meetings, monitoring compliance with local, state, and federal laws, and ensuring deadlines are met by developers.
- Coordinate the SEQRA and NEPA environmental review process and policy analysis and works with developers to coordinate process and deadlines.
- Evaluate all site plan review work and all drawings, making recommendations to the City of Jamestown Planning Commission and guiding them through the planning process.
- Write Requests for Proposals to hire planning consultants, architects, and development firms and works in close coordination with the chosen consultants to ensure planning process moves ahead in a timely fashion.
- Provide consult to City Council with regard to recommending changes to existing plans or clarifying the need for new plans and zoning changes or amendments.
- Contribute to the writing of specific zoning changes and amendments when necessary.
- Propose potential projects for grant applications, assists in the writing of the grant and contributes to the administration of the grant.
- Coordinate the grant application writing process with staff taking the lead on project creation, analyzing feasibility, and identifying partners.
- Prepare and generate maps and statistical data and the analysis of the data.
- Compile and prepares statistical data.
- Provide support to economic development efforts.
- Carry out updates to the Department website and use other electronic and paper-based means to improve the form and content of information provided to the public and various stakeholders
- Assist other City Departments and/or DOD teammates with special projects as assigned.
- Special assignments as issued by the JURA Executive Secretary/Director of Development.

Required Knowledge, Skills, And Abilities

- Strong written and oral communication skills.
- Proficiency in Microsoft Office (Word, Excel, etc.), Adobe Creative Suite, Internet applications, GIS, and the ability to learn other relevant platforms.
- Knowledge of HUD/CDBG programs and contracts.
- Familiarity with federal, state, and local laws, ordinances, and codes related to planning and development.
- Understanding of urban planning, zoning, land use, and the development process.
- Knowledge of research and analysis methods.
- Strong organizational, project management, and problem-solving skills.

- Ability to manage multiple projects, meet deadlines, and prioritize tasks effectively.
- Capacity to handle high-profile, sensitive, or controversial situations with diplomacy, fairness, and sound judgment.
- Ability to exercise independent judgment within general policy guidelines.
- Effective customer service and public relations skills.
- Ability to interpret and apply City policies, procedures, and applicable regulations.
- Strong interpersonal and group facilitation skills.
- Ability to establish and maintain cooperative working relationships across all levels.
- Commitment to professionalism, ethical conduct, and maintaining punctual attendance.
- Demonstrated interest in improving the Jamestown community.
- Ability to read and interpret codes.
- Knowledge of City organization, operations, policies, and procedures.

Qualifications

A Master's Degree in Urban Planning from an accredited university or college with demonstrated professional planning experience;
OR

A Bachelor's Degree in Planning from an accredited university or college and at minimum three (3) years of planning experience.

Must exhibit strong written, verbal, organizational, and interpersonal skills.

Demonstrated computer proficiency in Microsoft Office Suite including Word, Excel, Access, and PowerPoint; Adobe Suite including Acrobat, InDesign, Photoshop, and Illustrator; Google Earth; Arc Map, Arc View or Map Info; ArcGIS or QGIS applications a plus.

Compensation

Salary is commensurate with experience and qualifications. Salary range is \$52,782-\$64,781. Excellent benefits package includes paid vacation and holidays, personal days, health, dental, and participation in the NY State & Local Retirement System. Fringe benefits include: American Planning Association membership dues paid, participation in professional development and continuing education. (Benefits may be modified based on collective bargaining unit terms.)

To Apply

Please send a resume, cover letter, and professional references to Liz Torres at torres@jamestownny.gov or by mail to the Department of Development, 4th Floor; Municipal Building; 200 East Third Street, Jamestown, NY 14071. Electronic submission of materials is strongly encouraged.

The Jamestown Urban Renewal Agency (JURA) is an inclusive Equal Opportunity Employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, and therefore, qualified applicants will be considered regardless of including but not limited their sex, race, color, ethnicity, national origin, age, religion, marital status, disability, sexual orientation, veteran status, gender identity, gender expression, pregnancy, military and veteran status, or other protected category.