



CITY OF ALBANY  
HUMAN RESOURCES  
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**PLEASE POST CONSPICUOUSLY**  
February 28, 2020

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

**Senior Planning Project Manager**  
**Department of Planning & Development**

The **Department of Planning & Development** has one (1) vacancy for the position of **Senior Planning Project Manager** at a rate of **\$70,000/year @ 37.5 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Preferred Qualifications: Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree and five (5) years of experience in Engineering, Transportation or Urban Planning, Public Administration, Public Policy, or related field. A Master's Degree in urban planning, urban design, landscape architecture, engineering or construction management OR possession of a Professional Engineer (P.E.) license may substitute for two (2) years of experience

Anyone who is interested in applying for this job should submit an application online at **[jobs.albanyny.gov](http://jobs.albanyny.gov)**.

**EFFECTIVE 2/26/15 LOCAL LAW F – 2014**

***Section 62-1 of Chapter 62 of the Code of the City of Albany.***

*D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.*

**PLEASE POST UNTIL FILLED**  
**An Equal Opportunity /Affirmative Action Employer**

## **SENIOR PLANNING PROJECT MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** Employees in this class are responsible for specific phases of moderately difficult planning projects in the field of municipal or community planning or may be in charge of a major phase of a more complex study. Projects involve community planning on a municipal basis. In a smaller unit the Senior Planner would be assigned planning projects calling for individual leadership to a greater extent than would be the case in larger planning units. Staff supervision is also involved. The Senior Planning Project Manager works under the general direction of the Director and/or the Deputy Director of Planning.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Directs and coordinates the design of public infrastructure projects and multi-modal transportation projects;
- Manages planning and development projects that include management of formal and informal project teams;
- Reviews preliminary and final plans, design plans and construction plans, and conducts final site inspection for approval on residential, commercial and industrial development projects;
- Conducts highly technical research and analysis, evaluates findings, identifies significant issues, determines options and develops staff recommendations on projects;
- Meets with property owners, developers, attorneys and other design professionals to discuss and resolve planning and development issues and exercises considerable discretion in problem solving, decision-making and negotiating agreements;
- Provides technical support, information and guidance to property owners, developers, other staff members and other City departments;
- Conducts and/or participates in public meetings with neighborhood groups and special interest groups;
- Performs related work as required.

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

- Thorough knowledge of the principles, practices and methods used in planning and available implementation techniques;
- Good knowledge of data gathering and research methods, data review, reporting and presentation;
- Good knowledge of development issues and concerns, neighborhoods, public participation techniques, and the development process;
- Good knowledge of City policies and procedures related to land use and development;

- Good knowledge of project management and organization principles;
- Good knowledge of personal computers and office equipment;
- Ability to apply planning principles to work assignments, implement City ordinances and policies, review site plans and architectural elevations, and analyze potential impact of development proposals;
- Ability to conduct research, compile data, analyze findings, identify key issues and prepare professional recommendations;
- Ability to plan, organize and manage the activities of project teams, and multiple projects to completion;
- Ability to communicate effectively, verbally and in writing;
- Ability to establish and maintain effective working relationships with co-workers, citizens, business owners, City officials, management, attorneys and other design professionals and developers
- Ability to identify, facilitate and resolve project issues and problems;
- Ability to understand complex oral and written directions;
- Ability to exercise considerable initiative and independent judgement, and function in a non-supervisory leadership role;
- Good judgment;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree and five (5) years of experience in planning, landscape architecture, project review, engineering or a related community development activity.

**SUBSTITUTION:**

Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Master Degree in urban planning, urban design, landscape architecture, engineering or construction management OR possession of a Professional Engineer (P.E.) license may substitute for two (2) years of experience.