

Commissioner of Planning and Development

The Town of Clay is accepting resumes for the position of Commissioner of Planning and Development. This is a professional position responsible for oversight of all administrative aspects of the department including management of staff, application of policies and regulations as well as a variety of inspections to ensure adherence to and identification of violations of Town codes and ordinances. Work involves active participation in related code enforcement activities and compliance with environmental restrictions.

Key responsibilities include:

- Assign, supervise and review the work of building inspectors in the enforcement of the Town of Clay Zoning Ordinances related to development matters, sign regulations, and other zoning matters when necessary.
- Provide procedural direction and technical assistance to department personnel and the general public in matters related to zoning, sign and other development regulations.
- Direct various planning, zoning and special projects.
- Receive requests for information of a technical and historical nature, and provide replies concerning records and operations, board actions and other departmental activities.
- Assures records regarding development zoning related issues are properly maintained and information is accurately filed.
- Receive and resolve issues from citizens, contractors, architects, engineers, attorneys and coordinate resolution, completion and satisfactory follow up.
- Serve as technical advisor and liaison to other town departments on planning, zoning, and community development matters, evaluate and improve operations including decreasing turn-around time, streamline work processes, and enhance customer service.
- Attend all Town Board, Planning Board and Zoning Board meetings.

Qualifications:

The qualifications for the office of Commissioner of Planning and Development shall be a master's degree from an accredited college or university in the discipline of municipal planning, land development, engineering, or architecture with a minimum of five years' experience. Must have New York State Code Enforcement certification or ability to obtain in six (6) months. Salary range \$100,000 - \$110,000 DOE. Interested candidates may submit a resume to Damian M. Ulatowski, Supervisor, Town of Clay, 4401 State Route 31, Clay, NY 13041 or by email at: hrmanager@townofclay.org.