

Town of Canandaigua

5440 Routes 5 & 20 West
Canandaigua, NY 14424
(585) 394-1120 – townofcanandaigua.org
Established 1791

Full-Time Planner

The Town of Canandaigua is looking for a full-time Planner. This position will be responsible for attending meetings of the Town Board, Planning Board, Zoning Board of Appeals, and Environmental Conservation Board; reviewing applications for compliance with Town Zoning Laws and assisting applicants through project completion; responding to inquiries from applicants and general public; preparing revisions to Town Code; preparing planning documents for the Town; and, maintaining a database of project files and application status. The candidate must be willing to work flexible hours, including some weeknights. A probationary appointment to this position will require success in the next available civil service examination. The position is 40 hours per week and benefit eligible.

Minimum qualifications include a Master's degree in planning, architecture, landscape architecture, environmental studies, natural resources or related field OR a Bachelor's degree or higher in planning, architecture, geography, public administration, or closely related field and two years of professional experience in municipal, community or regional planning. Possession of a valid New York State Operator's license at the time of appointment and maintenance of such license throughout the tenure of employment is required.

Interested candidates must submit an application no later than January 31, 2021. To apply, create an account and submit an application for the Planner vacancy using this link: <https://ontario-portal.mycivilservice.com/account/index>. Please send a cover letter and resume to dfinch@townofcanandaigua.org. Qualified candidates will be contacted for an interview. The Town of Canandaigua is an Equal Opportunity Employer.