

JOB POSTING

SEPTEMBER 14, 2026

The Town of Clifton Park has an Opening for the position of Director of Planning. The position is a full-time position, which will be offered at a Grade 12 with steps 5-9. The starting compensation will therefore range from \$115,083 - \$130,704, depending upon the experience and qualifications of the successful candidate. The Job description and minimum qualifications for the position is detailed below.

DIRECTOR OF PLANNING

DISTINGUISHING FEATURES OF THE CLASS: This is professional, administrative work involving the responsibility for planning and directing the operations of a Town Planning Department. Duties are performed under the administrative direction of the Town Board and Town Supervisor with considerable leeway allowed in planning and executing the administrative, professional, and technical details of the work. Supervision is exercised over all professional, technical and clerical employees of the department. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, directs, evaluates, and oversees all projects, programs and studies undertaken by the Town Planning Department;
Investigates and evaluates feasibility and potential value of proposed projects and determines such variables as priority, extent, and scope of studies;
Plans, organizes, and supervises the work of clerical and technical subordinates;
Periodically evaluates effectiveness of projects under development and makes alterations as required;
Supervises consultants engaged in the preparation of highly specialized studies;
Directs the preparation of publicity and news releases to better inform the public of community planning operations; Speaks before local community planning groups to explain planning programs and ensure public feedback;
Plans and conducts research on planning and development problems;
Plans and executes specific phases of community and planning projects;
Plans and conducts field studies and surveys;
Plans and prepares charts, maps, and narrative reports;
Prepares and administers the departmental budget;
Represents the Town to a variety of Federal, State and local agencies and officials.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of the purposes, principles, terminology and procedures involved in community and regional planning; comprehensive knowledge of zoning and subdivision practices; thorough knowledge of current methods for collecting, analyzing and

interpreting statistical data; good knowledge of Federal and State legislation and funding resources affecting community planning activities; ability to plan and direct the operation of a major department of government; ability to supervise the work of subordinate professional, technical and clerical employees; ability to read and understand complex Federal, State and local statutes relating to planning activities; ability to understand and carry out complex oral and written instructions; ability to speak effectively before community groups and public gatherings; ability to establish harmonious relations with subordinates, legislative officials, and the general public; physical conditioning commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Master's Degree in Planning, Architecture, Landscape Architecture, Geography, Government, Public Administration, Engineering or closely related field and three (3) years of experience in community planning, at least one (1) year of which must have been in a supervisory capacity; OR
- B. Possession of a Bachelor's Degree in Planning, Architecture, Landscape Architecture, Geography, Government, Public Administration, Engineering or closely related field and five (5) years of experience in community planning, at least one (1) year of which must have been in a supervisory capacity.

Individuals Interested in the position should send resume and Town of Clifton Park Employment Application to Supervisor Phil Barrett through Jean Spiegel at Jspiegel@cliftonpark.org, or contact Ms. Spiegel at (518) 371-6651 ext. 240
Town applications can be found on the Town's website at cliftonparkny.gov in the document center.