



## COMMISSIONER OF PLANNING AND DEVELOPMENT

The Town of Islip is seeking an experienced Commissioner of Planning and Development to fill our full-time, open position. This unique opportunity to serve as Planning Commissioner to a large municipality, is an opportunity to oversee projects including, but not limited to, Downtown Revitalization and landscape changing development projects.

### **SUPERVISION RESPONSIBILITIES**

As Commissioner, you will oversee the staff and daily functions of the Planning, Building and Engineering Departments, as well as providing support to the Planning Board and Zoning Board of Appeals.

### **TYPICAL DUTIES**

- Make land use decisions that are consistent with the policies and plans formally adopted by the Town of Islip, and are following applicable Town, State and Federal laws.
- Evaluate environmental information, including floodplains, and recommend measures to reduce adverse impacts of development.
- Communicate plans, policies, and procedures to both staff and the general public.
- Manage and supervise planning operations to achieve goals; plan and organize workloads and staff assignments; train, motivate and evaluate assigned staff; review progress and directs changes as needed; handle all department business in a courteous and professional manner.
- Handle all personnel matters, including Union grievances within your Department.
- Attend all evening Planning Board and Zoning Board of Appeals meetings.
- Meet with individuals from various backgrounds including, but not limited to, developers, homeowners, builders, and community Leaders.
- Respond to local citizens inquiring about planning and zoning regulations and ordinances; resolve disputes between planners and applicants as required.

### **NECESSARY EXPERIENCE AND TRAINING**

A minimum of seven (7) years of planning field experience, three (3) years of which have been in a supervisory capacity. Experience as a municipal planner and Professional Engineer is preferred.

### **REQUIRED EDUCATION**

A Bachelor's degree in Urban or Regional Planning, Architecture, Public Administration, Community Development area related field. Master's Degree is preferred.

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Salary commensurate with experience

**Interested candidates should forward a cover letter and resume by**

Fax (631)224-5771 or email [Personnel@islipny.gov](mailto:Personnel@islipny.gov)