



THE VILLAGE OF OSSINING, NEW YORK IS ACCEPTING APPLICATIONS FOR THE POSITION OF: DIRECTOR OF PLANNING

Our Community

Ossining is an historic village located in Westchester County, approximately 30 miles north of midtown Manhattan. With a population of approximately 26,000 residents, it has the cultural diversity of a city within a 3.2 square mile footprint. The Village offers a wide range of services and attractions, including a vibrant walkable village center with an award-winning public greenway and historic architecture. The community prides itself on its rich cultural and socioeconomic diversity, as well as its natural beauty as a village of hills on the Hudson River.

The Village is an express stop on Metro North to Grand Central Terminal, and connects across the Hudson River by ferry. The Ossining schools' science and music programs are ranked as one of the top in the country, and the girls' basketball team is a perennial state champion.

This is a management position that is hired in accordance with Civil Service and is subject to the applicable laws and rules. The Village provides a generous benefits package. Salary offered in accordance with knowledge and experience. To apply please forward your resume and cover letter to Stephen Sage at ssage@villageofossining.org.

The Village of Ossining is an equal opportunity employer.

The Village of Ossining has an opening for the Director of Planning. The Director works under the general supervision of the Village Manager with reporting and advisory responsibilities to the Planning Board, the Zoning Board, the Historic Preservation Commission, the Environmental Advisory Council and the Board of Trustees. An incumbent has responsibility for the oversight and coordination of all administrative details of the planning operation and advises the various Boards with respects to the physical development of the Village. The incumbent supervises, designs, and performs statistical research and physical planning studies related to the comprehensive plan for the Village of Ossining and works with consulting agencies engaged by the Village to perform the same.

Below is a list of responsibilities for the position. This isn't a complete list, but a overview of the responsibilities of the Director of Planning:

- Makes recommendations in the formulation of policies and procedures for carrying out the functions of the Village;
- Receives applications for proposed subdivisions for Planning Board;
- Analyzes, studies and recommends development concepts with development controls;
- Consults with private developers and individuals with respect to land use and property development within the municipality;
- Consults with public officials within the municipality to ascertain their needs in relation to subdivision processing;
- Advises the Board with respect to zoning changes;
- Reviews materials submitted for the Planning Board and the Zoning Board and makes recommendations so that the Boards have complete, concise and factual data available;
- Maintains liaison with community groups, schools, neighboring communities, Village and County officials;
- Prepares reports and sketches of a difficult technical nature pertaining to surveys, studies and projects;
- Prepares programming and continuing analysis and revisions in the comprehensive master plan;
- Makes field investigations relating to projects in process;
- Attends meeting of municipal Boards, as required;