



POSITION OPENING

Director of Planning & Economic Development

Position(s): Director of Planning & Economic Development- (1 vacancy) at Economic Dev./ONI Dept.

Hours: 35 hours per week; 8:30 am- 4:30 pm; However, as a salaried management employee, additional early morning, evening or weekend hours may be required to complete certain tasks/responsibilities.

Salary: Starting; \$80,707 DOQ/DOE

Civil Services Classification: Unclassified; Management Unrepresented

Job Information: Attached---

To Apply Submit the following via email to jslywka@geneva.ny.us

- Cover Letter
- Resume: since no application, note month/years of employment
- References: At least two (2) of which former/current supervisor or direct reports-will not be contacted until permission provided to City during the process.

If you have any further questions regarding this position availability, please call Jennifer Slywka at 315-789-4369

Information packets available on City's website www.cityofgenevany.com

Opening posted from Monday, August 9 th to Friday, September 9, 2022

DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT

City of Geneva, NY (pop.13,250) located between Rochester and Syracuse on Seneca Lake in the heart of the Finger Lakes region, seeks a highly responsible, creative, dynamic developer to join City's management team. This is an appointed position(Exempt Civil Service Classification), reports directly to the City Manager and serves as department head. Salary \$80,707, plus benefits package (DOQ/DOE). This position is empowered to provide planning and management oversight on all matters related to economic development and planning for the City of Geneva, such as issues related to business development, zoning, housing, tourism, community engagement, energy, and community sustainability. Collaborates with other members of the City Management team related to community development, facilities, finance, and code enforcement. Works in coordination with community members and City staff to develop and implement planning strategies to advance the city of Geneva. Provides assistance in the development of short and long term economic and community development plans, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals. Supervises a team of two (2) with strong grant writing/administration functions. Strong background in supervisory/management with an emphasis on interpersonal and negotiation skills, leadership, marketing, professional judgement, and decision-making.

QUALIFICATIONS:

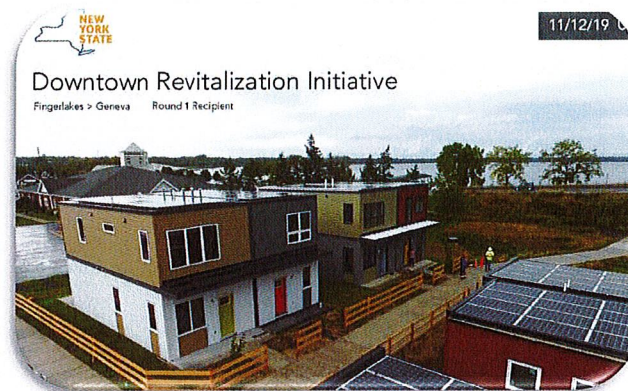
Require Bachelor's degree from accredited institution in Economic Development, Business Administration, Community Development, Real Estate, Finance, Planning or closely related field; And five (5) years of related professional work experience; at least two (2) years of which must have been in a supervisory capacity. A Master's degree and municipal work experience preferred;

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State driver's license and maintenance of such license throughout the tenure of employment in the position.



The City of Geneva, NY, located in the heart of New York's bustling Finger Lakes Region, is a **premier destination for residents, businesses**

and visitors. As an *All-America City*, designated by the National Civic League, the City actively engages residents, staff and community partners in collectively achieving the City's Comprehensive Plan's Vision of a ***Beautiful, Prosperous, Equitable, Connected and Sustainable Geneva.***

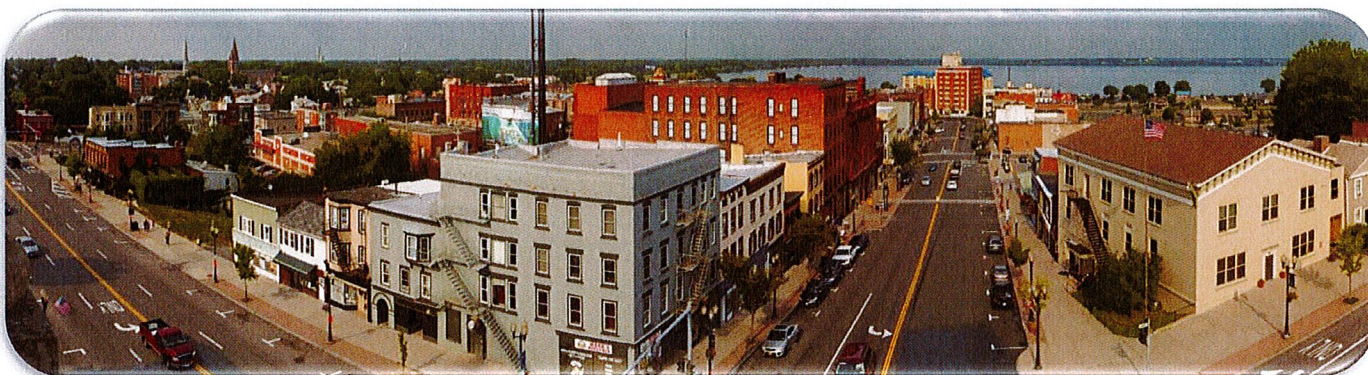


Geneva offers **the perfect blend of big city amenities, multicultural heritage and small-town charm.** Almost 13,000 residents call Geneva home. Organizations that promote literacy, health, arts education, fair housing and community pride flourish here. Home to three of the nation's premier college campuses, Cornell AgriTech, Hobart and William Smith Colleges and Finger Lakes Community College. Geneva offers a competitive, moderately priced real estate market.

Through New York State and the City's investment of over \$25 million in Geneva's lakefront, downtown and the Finger Lakes Welcome Center in the past decade, **Geneva is transforming its mixed-use, historic downtown district, and active recreational waterfront into a vibrant place.** Through the Geneva Neighborhood Resource Center collaborating with engaged neighbors and community partners, Geneva is revitalizing its rich architectural heritage and nurturing our social fabric.



The City operates and invests through the lens of its commitment to being a **Triple Bottom Line organization** and values the positive impact we have on our *environmental, social and financial* well-being. With over 125 team members, ten departments, and an operating budget over \$27 million for our General, Water and Sewer Funds, we take seriously our responsibility to provide the highest and best service to our residents, businesses and visitors.



We are looking for public servants interested in joining our team and inspired to contribute towards reaching the City's vision and finding creative solutions to address our community challenges. We value multi-disciplinary, diverse teams, strategic thinkers and aspiring leaders at all levels.