

Deputy Director, Planning & Development

Department/Agency of position: City of Dunkirk

Location of position: Dunkirk City Hall, Dunkirk, New York

Wage/Salary: Commensurate with experience/qualifications

Date Posted: November 1, 2016

Applications Received by: December 30, 2016 will be considered

The City of Dunkirk, New York has an opening for a Deputy Director, Planning and Development

Job Description: Deputy Developer, Planning and Development

Dunkirk is a coastal community of 12,563 residents on beautiful Chadwick Bay of Lake Erie. Dunkirk has a diversified area economy that includes tourism, a state university, a regional manufacturing and retail center, and agricultural processing. The City has a total annual operating budget of \$22 million; 137 full-time employees. Please visit <http://www.dunkirktoday.com/> for more information about Dunkirk.

The Planning and Development Department consists of a Director, Deputy Director, CDBG Program Manager and 1.5 additional full-time staff members. The Department is responsible for the full range of economic and business development activities within the City.

The Deputy Director is a responsible administrative position involving the supervision and participation in the planning and development of economic development strategies, programs and projects.

The minimum job requirements are:

1) Associates degree in planning, economics, public administration or closely related field plus a minimum of one year of experience working in development, land use analysis, environmental issue analysis, economic analysis, grants preparation, city, urban or regional planning.

This position is a Civil Service position in the competitive class.

The City of Dunkirk provides an excellent compensation and fringe benefits package.

This position will remain open until filled. To apply for this position, please submit a cover letter and resume in MS Word to Vicki Westling at vwestling@cityofdunkirk.com

You may also contact Vicki Westling by calling (716) 363-6888, or Roger Heyden at (716) 366-9872, fax (716) 363-0058; mail

City of Dunkirk – Personnel

342 Central Avenue

Dunkirk, NY 14048

The City of Dunkirk is an equal opportunity employer.