

**Town of Erwin**  
A Community of Distinction

Invites qualified candidates to apply  
for the position of:

**Director of Planning and  
Economic Development**  
Salary Range \$85,000-\$95,000

# Join us at the forefront of good government public service in the Town of Erwin, NY, where we are eagerly seeking our first Director of Planning and Economic Development.

Reporting to the Town Manager, this groundbreaking role offers the unique opportunity to set the standard and direct the course for sustainable town planning, economic growth and forward-thinking progress. Be part of a town government that values innovative thinking and community-centered development. Your expertise and public service motivation will be key in leading transformative projects and fostering a vibrant, planful future for our town. Embrace this chance to make a meaningful difference in the public sector and become a pioneer in shaping Erwin's tomorrow.

## Job Description

The Director of Planning and Economic Development plays a pivotal role in shaping the future of the Town of Erwin.

**This newly established position involves professional work in:**



**Planning**



**Zoning**



**Subdivision  
oversight**



**General  
Community  
Development**

Key responsibilities include administrative and enforcement functions, grant writing, conducting site visits, and acting as the planning consultant to the Town of Erwin Planning Board and Zoning Board of Appeals. The Director also plays an administrative role with the Town's Community Development Agency and the Town of Erwin Industrial Development Authority (TEIDA).



# Key Responsibilities

**1**

Oversee planning, zoning, and community development activities.

**2**

Coordinate with various town boards, applicants, and the Town Engineer.

**3**

Manage the Code Enforcement Department and public communications.

**4**

Supervise the Town's planning and development projects, including airport development and liaison roles.

**5**

Ensure compliance with town, county, state, and federal laws and regulations.



# Priorities for the Position

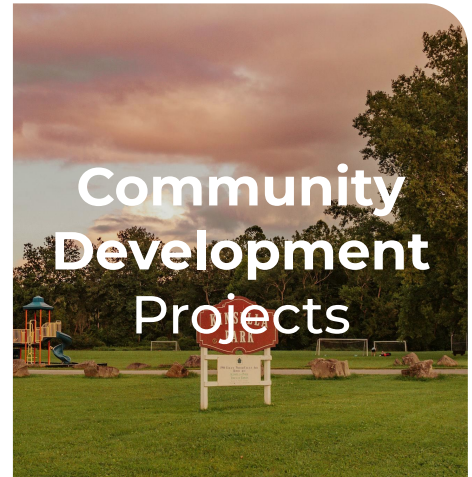
- Support Key Projects:
  - FLN Headquarters & Theater: Facilitate town approvals, infrastructure development, and provide advice/support letters for successful completion of a 2,000-seat theater and headquarters.
  - Quicklee's development: Offer comprehensive support in town-controlled areas, board approvals, infrastructure, and provide necessary advice and letters of support.
- Guide & Improve Local Infrastructure Planning:
  - Airport Operations & Projects: Lead and support operational improvements and development projects for the airport.
  - Community Development & Redevelopment:
    - Housing: Guide Town involvement of pending subdivision and multi-family housing developments.
    - Exit 43 Vision: Implement the vision for Exit 43 to enhance the area.
    - Land Development: Facilitate development of the Arnot parcel and redevelopment of other key sites/parcels to include: Heavenly Cup, Jiffy Lube, 100 Canada Rd, and America's Best Value Inn.
    - Non-vehicular Paths: Oversee the creation of biking/running/walking trails and sidewalks as outlined in the Comprehensive Plan Update & 2010 Green infrastructure plan.
- Secure Funding & Build Partnerships:
  - Grant Acquisition: Actively pursue new grants and funding opportunities for various projects.
  - Stakeholder Engagement: Develop and strengthen relationships with key partners like Corning Inc., SCIDA, Three Rivers Development, Corning-Painted Post School District, the Village of Painted Post, and Steuben County.





# Highlights, Challenges and Opportunities

As this is a new position for the Town, it is important to highlight both the challenges and opportunities inherent in this role. As the Director, you will navigate complex land-use issues, environmental regulations, and community development projects.



This position offers the opportunity to make a lasting impact on the physical and economic landscape of the Town of Erwin. You'll work closely with various stakeholders to foster sustainable growth, engage in transformative projects, and address challenges with innovative solutions. This role is not just about managing current systems but also about envisioning and leading the way towards a vibrant and prosperous future for the community.

## Qualifications

### Essential Knowledge, Skills, and Abilities:

- Comprehensive knowledge of land development, urban planning, and related fields.
- Strong organizational and communication skills.
- Ability to handle stress effectively and work independently.
- Proficiency in computer software and standard office equipment.

### Educational and Experience Requirements:

- Advanced degree in Planning, Environmental Studies, Architecture, Engineering, Landscape Architecture, or a closely related field.
- Professional experience in municipal, community, or regional planning.

# We Are Excited

We invite passionate and qualified candidates to apply for the role of Director of Planning and Economic Development in the vibrant Town of Erwin, NY. This is a unique opportunity to shape the future of our community through strategic planning and economic initiatives, working in a concert with a new Town Manager.

Join us in this dynamic and rewarding position where your expertise will contribute to the growth and prosperity of our town. We look forward to discovering the potential and enthusiasm you can bring to our team!

## To Apply

This recruitment effort is confidential and all contacts, inquiries and communications will be treated as such throughout the process. This position is considered open until a final selection is made.

- Candidates are strongly encouraged to apply by **March 8th, 2024.**
- Expressions of interest should be sent via email and should include a cover letter, resume, and list of three (3) references.

Pracademic Partners is assisting the Town of Erwin with this executive search. All materials should be sent, in confidence, to: [ian@pracademicpartners.com](mailto:ian@pracademicpartners.com) with the subject line: **Erwin Director of Planning and Economic Development**

*The Town of Erwin is an equal opportunity employer.*

