



**Adirondack  
Park Agency**

**KATHY HOCHUL**  
Governor

**TERRY MARTINO**  
Executive Director

## **NOTICE OF VACANCY**

**TITLE:** Deputy Director (Planning)

**LOCATION:** Ray Brook, Essex County

**GRADE:** \$112,155-\$141,538

**POSITION:** Appointed, Non-Statutory

**TYPE OF APPOINTMENT:** Exempt

**UNIT:** Management Confidential

**POSTED:** October 1, 2021

**REMOVE:** November 1, 2021

**JOB DESCRIPTION:** Under the direction of the Executive Director, the Deputy Director (Planning) supervises and manages the Planning Division. The position includes but is not limited to being responsible for the leadership and management of the Division, including budget and personnel matters. Responsibilities include the development and supervision of the Agency's work regarding the State Land Master Plan; coordination with DEC in the preparation and review of Unit Management Plans consistent with the Adirondack Park State Land Master Plan (APSLMP); the provision of guidance and interpretation regarding the APSLMP to DEC and the Agency Board; review of proposed DEC projects on State lands, and supervision and coordination with DEC of staff proposals for the classification or reclassification of State lands. The Deputy also supervises the Agency's Local Government Services Program and reviews local land use plans for consistency with the APA Act. The Deputy reviews local variance referrals and provides recommendations to the Executive Director and Agency Board on APA approved local land use plans. The position also supervises staff and manages Adirondack Park Land Use and Development Plan Map updates and map amendments, Park policy and regional initiatives, Geographic Information System (GIS), cartographic services and website management. The Deputy acts as a liaison for the Agency with local, regional, State and federal agencies on planning program matters. The Deputy acts in the absence of the Agency's Executive Director pursuant to the Agency's Delegation Resolution.

**QUALIFICATIONS:** Bachelor's degree and seven years of relevant experience required\*. Master's or advanced degree preferred, in landscape architecture, land use planning, environmental studies, civil engineering or similar environmental field. At least four years of documented experience in either, site design and construction, land use planning, environmental permitting, or environmental impact assessment is preferred. Prior management experience working for a not-for-profit or with state, federal, regional or local government is desirable. \*Substitutions: four years of specialized experience or associate degree and two years of specialized experience may substitute for bachelor's degree; J.D. or Master's degree may substitute for one year of specialized experience; Ph.D. may substitute for two years of specialized experience.

**SUBMIT COVER LETTER and RESUME BY November 1, 2021 TO:**

New York State Adirondack Park Agency  
ATTN: Elaine Caldwell, Administrative Officer  
PO Box 99, 1133 NY Route 86  
Ray Brook, New York 12977  
E-mail to: [Elaine.Caldwell@apa.ny.gov](mailto:Elaine.Caldwell@apa.ny.gov)

**ELECTRONIC SUBMISSION IS PREFERRED.**

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, Vietnam era veteran status or sexual orientation in employment or in admission or access to Agency programs or activities. If you are an individual with a disability, as defined by State or federal law, you may be entitled to an accommodation to enable you to participate in the interview process and/or to perform the essential duties of the position for which you are applying. Please contact the Affirmative Action Officer to request an accommodation.