

## CHIEF PLANNER

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional planning work at a supervisory level involving responsibility for overseeing the preparation of plans and reports on a municipal, regional or community level. The work includes issuing assignments, encouraging and assisting staff in accomplishing the objectives of the department. The work involves considerable public contact with public officials, professional and civic organizations and others representing the areas under study. The Chief Planner is given direct responsibility for a major share of the projects undertaken by the department. The work is performed under the general direction of the Commissioner of Planning and Economic Development with wide leeway allowed for the use of independent judgement. Oversees the work of Senior Planners and other subordinate staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises the economic development, community assistance, research and cartographic plans and programs of the department;  
Supervises the preparation of comprehensive plans and other planning documents for the County and constituent municipalities;  
Outlines assignments and estimates scheduling of time for individual projects;  
Oversees the review of individual planning programs of smaller divisions of government and proposes methods for coordinating such programs with unified plan or regional basis;  
Prepares and supervises the preparation of a variety of planning statistics, data, plans, designs, charts, records and reports;  
Conducts research, performs analyses, designs alternative plans and presents recommendations for consideration;  
Provides technical services to local municipalities on matters pertaining to impacts of area developments, grant assistance, community facilities, traffic impacts, etc.;  
Makes informational and plan presentations before community organizations, institutions and other groups;  
Provides training workshops to local government officials and interested individuals regarding planning policies and objectives such as decision making, managing growth, concept of development fees, etc.;  
May direct the work of others and review while in progress and upon completion.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, purposes, terminology and practices involved in municipal, regional or community planning;  
Thorough knowledge of Federal, State and local economic development programs and practices;

Thorough knowledge of appropriate Federal, State, local and private planning and economic development grant sources and demonstrated ability in grants writing;  
Thorough knowledge of zoning and subdivision practices;  
Thorough knowledge of current methods for collecting, analyzing and interpreting statistical data;  
Good knowledge of legislation, current problems and professional literature in the field;  
Ability to prepare and supervise the preparation of complex reports and master plans for community development;  
Ability to understand complex oral and written directions;  
Ability to prepare complex written reports;  
Ability to plan and supervise the work of others;  
Ability to express oneself clearly and concisely, both orally and in writing;  
Ability to exercise discretion and sound judgement;  
Ability to layout work;  
Initiative and resourcefulness;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS :**

- A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in planning, civil engineering, urban geography, landscape architecture, government, public administration, economics, business administration or related field and three years of experience in municipal, community, regional or transportation planning; OR
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in planning, civil engineering, urban geography, landscape architecture, government, public administration, economics, business administration or related field, and four years of experience in municipal, community, regional or transportation planning; OR
- C) An equivalent combination of experience and training as defined by the limits of A) and B) above.

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COMPETITIVE