

## DIRECTOR OF PLANNING

**DISTINGUISHING FEATURES OF THE CLASS:** This is a managerial position involving responsibility for the overall function of the Department of Planning. The position involves overseeing the preparation of plans and reports on a municipal, regional or community level as well as developing policy, organizing and directing departmental work. The work involves considerable public contact with public officials, professional and civic organizations and others representing the areas under study. The work is performed under the administrative direction of the County Executive or a designee with leeway allowed for the exercise of professional planning to the fulfillment of the current goals and objective of the County. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Determines feasibility and potential value of proposed projects and makes recommendations regarding such questions as priorities and the extent and scope of studies;

Formulates planning policies programs for consideration and approval of the County Executive;

Approves County's recommendations of land use reviews under Section 239 of General Municipal Law;

Assigns responsibility for individual projects to subordinate employees, coordinates projects involving more than one unit and reviews work in progress and approves work upon completion;

Supervises the community assistance, research and cartographic plans and programs of the department;

Outlines assignments and estimates scheduling of time for individual projects;

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;

Coordinates County planning programs, activities and maintains liaison with other officials, representatives of industry and community leaders involved with comprehensive planning and services in which the County is a part of or affected by;

Keeps abreast of new developments in the planning field and urban community development, including sources of funding available to the County and current legislation and programs;

Serves as liaison in behalf of the County Executive to local, State and Federal governments;

Advises local town and village planning and zoning boards on planning, zoning and other matters as requested;

Conducts staff conferences to provide general direction of the

unit work;  
Prepares the annual departmental budget and work program;  
Prepares staff evaluations, conducts interviews, and hiring of new staff, and carries out all administrative and management functions regarding personnel.

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

Comprehensive knowledge of the purposes, principles, methods and terminology used in municipal, regional and community planning;  
Comprehensive knowledge of current methods used in the development and maintenance of planning studies;  
Thorough knowledge of land use control and zoning practices;  
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 funding sources and application procedures;  
Thorough knowledge of the goals and objectives of the County as applied to planning functions;  
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 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, or related field, and four years of experience in municipal, community, regional or transportation planning; OR
- C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and six years of experience in municipal, community, regional or transportation planning; OR
- D) An equivalent combination of experience and training as defined by the limits of A) and B) above.

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