

## COMMISSIONER OF PLANNING AND ECONOMIC DEVELOPMENT

**DISTINGUISHING FEATURES OF THE CLASS:** This is a managerial position involving responsibility for the overall function of the Department of Planning and Economic Development. The position involves developing policy, organizing and directing departmental work in such areas as comprehensive development, environmental and transportation planning, economic development and community assistance. Projects are assigned to subordinate staff members who are responsible to the Commissioner for their progress and eventual completion. The work is performed under the administrative direction of the County Executive or a designee with leeway allowed for the exercise of professional planning and administrative judgment to carry out the duties of the position to the fulfillment of the current goals and objectives 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;

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;

Periodically evaluates effectiveness of projects under development and issues instructions governing their progress as needed;

Supervises consultants engaged to assist in the preparation of highly specialized studies;

Administers the mandated Planning and Economic Development Advisory Board as well as other boards and councils assembled to address particular planning issues;

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;

Participates in professional organizations and meetings for extending knowledge of current developments;

Supervises work in progress, gives direction on projects and approves the final product of the assignment;

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.

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

Comprehensive knowledge of the purposes, principles, methods and terminology used in municipal, regional and community planning and economic development;  
Comprehensive knowledge of current methods used in the development and maintenance of planning studies;  
Thorough knowledge of landuse control and zoning practices;  
Thorough knowledge of techniques used to gather data for statistical analysis;  
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 modern principles and practices of effective management;  
Working knowledge of Federal and State grant programs available for the County and/or its municipalities;  
Ability to organize, plan, supervise and review the work of professional and technical planning personnel in a manner conducive to full performance and high morale;  
Ability to prepare difficult planning studies and to formulate substantive recommendations for planning standards in the development of the overall County plans;  
Ability to keep abreast of current literature, recent developments and sources of information in municipal, community and regional planning;  
Ability to prepare and maintain comprehensive plans for development;  
Ability to meet with community groups to respond to needs and inquiries;  
Ability to establish and maintain effective working relationships with civic leaders, public officials and the general public;  
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 Bachelor's Degree in planning or related professional field and have not less than four (4) years administrative or consultant experience in the field of metropolitan, regional, county or municipal planning;  
OR
- B) Have a satisfactory equivalent combination of training and experience.

\*In accordance with Article XV (A1501) of the Broome County Administrative Code.

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Jurisdictional Classification: NON-COMPETITIVE