

Jurisdictional Class: Competitive; Non-Competitive in County
Adopted: December 3, 1976
Revised: May 11, 2010

DIRECTOR OF PLANNING

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 county level. The work involves considerable personal contact with public officials, professional and civic organizations, and others representing the areas under study. The position involves responsibility for operation direction of county planning and solid waste management. The work is performed under the general supervision of the County Administrator and the Chairman of the County Planning Board. Considerable independence is allowed in scheduling and executing technical aspects of the work. Close supervision is maintained over policy related aspects of the position. Supervision is exercised over a small number of subordinate professional, sub-professional, and clerical positions. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Participates in the preparation of comprehensive land use, zoning, and economic development programs;
Outlines projects and assignments and estimates scheduling of time for individual projects;
Drafts tentative zoning and subdivision regulations for consideration of county attorney and legislators;
Renders technical assistance in zoning boards, zoning board of appeals, planning boards, and those concerned with code enforcement;
Develops and supervises the County's Solid Waste Management Plan;
Coordinates with the Highway Superintendent and Landfill Supervisor any landfill closures, re-permitting, and siting of new landfills;
Oversees the review of individual planning programs of smaller divisions of government and proposes methods for coordinating such programs with unified plan on regional basis;
Prepares and supervises the preparation of a variety of planning statistics, data, plans, designs, and charts;
Prepares maps, overlays, line drawings, and layouts to scale;
Confers with officials of government and representatives of various professional and lay groups and other parties regarding planning policies and objectives;
Reviews new and pending legislation and reports on its implications;
Monitors the progress and expenditures of contract agencies;
Supervises all Planning personnel, including the Recycling Coordinator;
Submits periodic written and oral reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the purposes, principles, terminology, and practices involved in municipal (county) planning;
Thorough knowledge of zoning and sub-division practices;
Ability to prepare and supervise the preparation of complex detail and master plans for community development;
Good knowledge of the principles and practices involved in solid waste management;
Good knowledge of current methods for collecting, analyzing and interpreting basis statistical data;
Good knowledge of legislation, current problems, and professional literature in field;
Ability to understand complex oral and written directions;
Ability to plan and supervise the work of others;
Ability to get along well with others;
Sound judgment.

Director of Planning

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in planning, architecture, civil engineering, public administration, or a related field and four (4) years experience in municipal, community, or regional planning or comparable work; two (2) years which must have been supervisory or administrative in nature; or
- (b) Graduation from a regionally accredited or New York State college with a Master's Degree in architecture, civil engineering, public administration, or a related field and three (3) years of experience in municipal, community, or regional planning or comparable work; two (2) years which must have been supervisory or administrative in nature; or
- (c) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Planning and two (2) years of experience in municipal, community, or regional planning or comparable work; one (1) year which must have been supervisory or administrative in nature; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

NOTE: Assignments made to employees in this class will require reasonable access to transportation to meet field work requirements in the ordinary course of business.