

DIRECTOR OF PLANNING, ZONING AND DEVELOPMENT

Code No. 3-13-054

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative, professional and supervisory position in a Town, responsible for planning, coordinating, administering, and supervising the planning, zoning, building, code enforcement and economic development functions of the town. Serves as liaison for, and works closely with, the Planning Board and Zoning Board of Appeals. General supervision is exercised over the Assistant Building and Plumbing Inspectors, Code Compliance Inspectors, Fire Marshals, and other professional and clerical staff. The employee reports directly to and works under the general direction of the Town Supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Coordinates Town Board policies and objectives affecting planning, zoning and economic development with the respective department heads;

Directs and implements Town Board policies relating to planning, zoning and economic development activities;

Provides technical and direct support for the planning, economic development, and developmental review process;

Oversees the development of a management process and support system for planning, economic development and developmental reviews;

Develops and recommends to the Town Board, policies and procedures for planning and construction of new infrastructures;

Reviews plans and specifications submitted with building and plumbing permit applications for compliance with building and plumbing codes, the zoning ordinance, and other applicable laws and ordinances;

Implements and ensures compliance with Town/County/State ordinances, codes, rules, and regulations for planning, zoning and economic development;

Recommends new laws or revisions to existing laws to the Town Board as related to planning, zoning and development;

Serves as liaison to State/County departments and agencies having jurisdiction in planning, zoning, and economic development activities for the Town;

Ensures that all public works projects performed by contractors and Town workers are inspected;

Answers questions, investigates complaints, problems, and suggestions regarding planning, zoning, and economic development from members of the public or as assigned by the Town Supervisor;

Compiles and submits to the Director of Finance the annual operating budget for the department;

Administers personnel policies and procedures for assigned personnel;

Issues stop work orders when necessary;

Attends meetings as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the Town's mission and goals as related to planning, zoning, and economic development; thorough knowledge of municipal codes, laws, and ordinances as related to town planning, zoning, and economic development; thorough knowledge of New York State planning, zoning, and building laws; good knowledge of office management; good knowledge of the principles and practices of accounting; good knowledge of budget preparation and control; administrative skill; supervisory skill; analytical skill; organizational skill; ability to analyze and prepare statistical reports; ability to administer a department; problem solving ability; ability to deal effectively with the public; ability to establish and maintain effective professional relationships with personnel, board members, contractors, and others; ability to communicate effectively orally and in writing; courtesy; common sense; initiative; integrity; reliability; resourcefulness; honesty; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Eight (8) years of paid full time or its part time equivalent experience in a city, town, or other municipality responsible for the administration** of activities relating to all of the following: planning, **and** zoning, **and** economic development, **and** construction or code enforcement, at least one (1) year of which must have been in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus four (4) years paid full time or its part time equivalent experience in a city, town or other municipality responsible for the administration** of activities relating to **EITHER**: planning, zoning, economic development, construction, or code enforcement, at least one (1) of which must have been in a supervisory capacity; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Master's degree, plus two (2) years of experience as defined in (B) above, at least one (1) of which must have been in a supervisory capacity; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

**administration is defined as being responsible for the direction and control of an identifiable organizational unit or program including supervision of work groups, planning, resource allocation, program evaluation and policy formulation.

SPECIAL REQUIRMENTS:

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Depending upon assignment, your may be required to pass a pre-employment physical examination prior to appointment.

ADOPTED: September 5, 2002

REVISED: May 8, 2003