

**DEPUTY DIRECTOR OF PLANNING/ZONING,
PHYSICAL AND BUILDING SERVICES**

Code No: 3-13-041
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position in a Town performing independently the more complex and difficult coordination of applications submitted to the Planning Board, Zoning Board of Appeals, and the Town Board. Work is performed under general supervision from the Director of Planning/Zoning, Physical and Building Services. General supervision is exercised over a clerical staff. Does related duties as required.

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

Oversees compliance with local and state environmental regulations;

Analyzes established policies, plans, studies, ordinances and laws for conformance at all levels of town activities and makes recommendations to the Director for appropriate changes;

Directly assists residents, potential applicants, professionals and independent citizens on all aspects of local government related to Planning/Zoning, Physical and Building Services;

Assists in the preparation of resolutions, legal decisions and public notifications;

Participates in the formulation of written policies, studies, and environmental impact statements;

Coordinates with Town Attorney, Town's Consulting Engineer and other consultants on all matters related to Planning/Zoning, Physical and Building Services and their Boards;

Coordinates with all Town departments, and agencies, boards and committees within the town to assure full communications on all issues related to Planning/Zoning, Physical and Building Services;

Inspects the construction and development of major projects for conformance with building plans, approved development plans and existing town codes and requirements;

Assists the Director in code enforcement, environmental protection and building procedures;

Prepares and interprets maps, studies, reports and planning efforts as necessary;

Oversees budgets for Zoning and Planning;

Attends Town Board meetings in the absence of the Director;

Serves as Director in his or her absence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of Town Planning and Zoning ordinances, and engineering design criteria; good knowledge of State Planning, Zoning, Building and Environmental Laws; good knowledge of town government and its functions; ability to read and interpret plans, maps and specifications; ability to supervise the work of others; ability to establish and maintain effective professional relationships with Town personnel, Board members, residents, contractors, etc.; ability to administer budgets; ability to solve administrative problems; ability to facilitate the site plan approval process; ability to communicate effectively; good judgment; initiative; integrity; health commensurate with the demands of the position.

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

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus four (4) years full time or its part time paid experience in Planning or Zoning administration; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree, plus two (2) years full time or its part time equivalent paid experience in Planning or Zoning administration; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Urban or Regional Planning, Public or Business Administration or a closely related field, plus one (1) year full time or its part time paid experience in Planning or Zoning administration; OR,
- (D) Any equivalent combination of training and experience as defined within the limits of (A), (B) and (C).

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: September 8, 1994