

DIRECTOR OF PLANNING/ZONING AND PHYSICAL SERVICES

Code No. 3-13-030
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for planning, coordinating, administering and supervising the Planning/Zoning and Physical Services departments. The employee reports directly to, and works under the general supervision of, a higher-level staff member. General supervision is exercised over engineers, administrators, foremen, and other professional and clerical staff. 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 with respective department heads, Town Board policies and objectives affecting Planning/Zoning and Physical Services;

Implements the policies of the Town Board relating to Planning/Zoning and Physical Services activities;

Implements and ensures compliance with Town/State ordinances, codes, rules and regulations for Planning/Zoning and Physical Services;

Recommends to Town Board new ordinances or revision to existing ones;

Acts as liaison with State/County departments and agencies having jurisdiction in Planning/Zoning and Physical Services for the Town;

Reviews specifications for supplies, new equipment and repairs prior to bidding;

Accounts for all Planning/Zoning and Physical Services expenditures; monitors budget, and submits monthly reports to the Town Board;

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

Answers questions, investigates complaints, problems, and suggestions regarding Planning/Zoning and Physical Services from public or assigned by Supervisor;

Reports regularly to Supervisor and Town Board the status and progress of department;

Prepares news items for release to news media;

Compiles and submits to Town Board the annual operating budget;

Administers personnel policies and procedures for assigned organization;

Issues stop-work orders when necessary.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of municipal codes, laws and ordinances of a Town as they relate to Planning/Zoning and Physical Services; thorough knowledge of State Zoning and Planning Laws and Environmental Quality Review laws; thorough knowledge of theories, principles and practices of urban and regional planning; thorough knowledge of Civil Engineering theories,

principles and practices as they apply to physical services projects; good knowledge of administrative procedures, accounting techniques and office methods; good knowledge of budget preparation and control techniques and practices; working knowledge of the operation of all Town departments; ability to utilize a personal computer; ability to prepare narrative and statistical reports; ability to administer departments and solve administrative and practical problems; ability to deal effectively with public and media; ability to establish and maintain effective professional relationships with personnel, Board members, contractors etc.; ability to supervise; organizational ability; ability to communicate effectively both orally and in writing; good judgment; initiative; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Civil Engineering or Urban Planning, or closely related field, plus four (4) years of paid full time or its part time equivalent experience in planning and zoning administration; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree, plus three (3) years of experience as defined in (A) above; 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, or Public or Business Administration, plus two (2) years of experience as defined in (A) above; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: 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 vehicle in NYS, or otherwise demonstrate your ability to meet the transportation needs of the position.

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: August 13, 1987

REVISED: January 3, 2002