

DIRECTOR OF PLANNING - TOWNS

Code No: 6-04-054
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for directing and supervising the activities of the Planning Department, including policy development and implementation. The incumbent is further responsible for representing the department to community government officials, and special boards and commissions. The employee reports directly to and works under the general supervision of the Town Supervisor or other higher-level staff member. General supervision is exercised over a staff of professional and clerical personnel. 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.)

Supervises and directs the activities of the department;

Develops, coordinates, and implements policies of the Town Board regarding Planning;

Implements and ensures compliance of Town/State ordinances, codes, rules, and regulations for Planning;

Recommends new ordinances, policies, procedures, or revisions to the Town Board;

Acts as Liaison with State/County departments and agencies having jurisdiction in Planning for the Town;

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

Investigates complaints and processes suggestions relating to Planning received from the public or other sources;

Prepares news items involving Planning for release to the news media upon Town Supervisor's approval;

Assists with special projects and studies as assigned by the Town Board and Planning Board;

Prepares annual operating department budget;

Works with and provides information to the Town Attorney regarding legal matters associated with the department;

Recommends any changes in the organization to the Chairman of the Planning Board;

Submits monthly reports of department activity for Town Board review;

Administers personnel policies and procedures;

Attends Planning Board, Town Board, and special project meetings;

Oversees administration of Planning Board Activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of municipal codes, laws, and ordinances of a town as they relate to planning; thorough knowledge of state laws as they relate to planning; good knowledge of office administration including budgeting, and personnel matters; good oral and written communication skills; ability to deal professionally with the public and media; ability to investigate complaints and resolve issues; ability to evaluate and express planning concepts and decisions in oral and written form; ability to represent the department to outside agencies and other departments; supervisory ability; ability to establish and maintain effective professional relationships; good judgment; tact; 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 Planning, Environmental Planning, or Civil Engineering, Economics, or Urban Planning, plus six (6) years paid full-time or its part-time equivalent professional experience in planning administration; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Planning, Environmental Planning, Civil Engineering, Economics, Urban Planning, or Architecture, plus four (4) years paid full-time or its part-time equivalent experience as defined in (A); OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) or (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: Dec. 6, 2001