

PLANNING AND ZONING ADMINISTRATOR

Code No.: 6-16-031
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a management position in the planning and zoning area of a town government. The employee acts as staff to the Planning and Zoning Boards to assist them in their functions, and manages the enforcement of Planning and Zoning ordinances. The position requires establishing good working relationships within the town, and with county and state departments, and people in the community. The employee reports directly to, and works under the general direction of the Director or Commissioner of Public Works, or other higher level staff member. Direct supervision is exercised over 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.)

Explains the requirements of the local ordinances and other applicable laws to town departments, developers, contractors, the general public and other interested professionals;

Assists applicants for variances in completion of forms and meeting of paperwork requirements;

Assists in approval process of additions or new structures to ensure conformance with town zoning ordinances, utilizing area home and land value reports;

Reviews all legal documentation pertaining to approved subdivisions and site plans;

Investigates complaints and assists in prosecuting violations of zoning ordinances, including providing assistance to attorney in preparation of legal briefs;

Reviews all approved subdivision maps and site plans to ensure conditions of approval are met;

Coordinates and attends committee meetings and reports to Planning and Zoning Board on proceedings;

Processes applications and coordinates legal notices, applicant notices, agendas and minutes for Planning and Zoning Board meetings;

Acts as liaison with County Planning Department on various projects involving the town;

Serves in advisory capacity to Planning and Zoning Boards;

Makes recommendations and assists in drafting new or revised regulations and ordinances, and the annual report;

Administers budget for Planning and Zoning Boards;

Supervises clerical staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of Town Planning and Zoning ordinances, good knowledge of state zoning and planning laws and Environmental Quality Review Laws; good knowledge of theories, principles, and practices of urban and regional planning; good knowledge of town government and its functions; good knowledge of the needs and goals of the municipality in relation to Planning and Zoning; working knowledge of public administration; good oral and written communication skills; ability

to make a professional presentation to a group; ability to read and interpret plans, maps, and specifications; ability to develop reports; ability to supervise the work of others; ability to establish and maintain good professional relationships with others; ability to deal with the public; ability to administer budgets; ability to organize and develop methods and procedures; ability to solve administrative problems and facilitate the site plan approval process; thoroughness, initiative, integrity, tact, assertiveness, 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) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus one (1) year of full-time or its part-time equivalent paid experience in the public sector within federal state or local government, or in a non-profit organization in professional planning* or zoning related activities, either must have involved the research of home or land values; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree, plus six (6) months of full-time or its part-time equivalent paid 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, Public or Business Administration or a closely related field; OR,
- (D) Any equivalent combination of education and experience as defined within the limits of (A), (B) and (C).

*Professional planning for the purpose of these minimum qualifications is defined as developing a plan through analysis of data and identification of goals for the community or the project.

SPECIAL REQUIREMENT:

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

ADOPTED: March 24, 1983
REVISED: October 8, 2009
REVISED: January 7, 2010

ADDITIONAL INFORMATION:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.