

DIRECTOR OF STRATEGIC PLANNING AND MUNICIPAL CODES

DISTINGUISHING FEATURES OF THE CLASS:

This is a highly responsible position that provides oversight to the Planning, Zoning and Code Enforcement departments and leads a municipality's planning efforts. Under the general direction of a municipal official, the incumbent is responsible for all municipal codes including the New York State Uniform Fire Prevention, zoning and building Codes. The incumbent reviews the following for compliance: site plans, subdivision applications, variance applications, sign/grading permits, and building permits. The incumbent also reviews local municipal zoning codes for relevance and updates accordingly. In addition, the incumbent performs work involving the preparation and review of local ordinances related to development activities and provides recommendation of solutions to planning and zoning problems. Supervision is exercised over a number of technical and clerical personnel. Work is performed under the general supervision of the Town Board.

TYPICAL WORK ACTIVITIES

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Supervises a municipal department charged with the administration and enforcement of municipal codes, NYS Uniform Fire Prevention, Zoning and Building Codes; reviews and inspects staff work, identifying and implementing changes and improvements;
2. Directs the issuance of permits, certificates of occupancy, and licenses (i.e. building permits, wetlands, steep slopes, signs, peddling, etc.);
3. Responds to questions, complaints and interacts with the general public, developers, and contractors on municipal codes, and on matters relating to planning and building development;
4. Prepares local municipal zoning code reviews for relevance and adds definitions, text amendments and new ordinances as required;
5. Enforces provisions of zoning ordinances and subdivision regulations by investigating complaints, issuing orders, fines and summonses to remedy violations;
6. Maintains records of acts and decisions, responds to FOIL requests, and works with the Comptroller's office with receivables and the reporting of income;
7. Attends various Board and Public workshops, public hearings and professional associations and represents the municipality, as required;
8. Coordinates meetings regarding project updates with consultants, Town Supervisor, and staff;
9. Plans, directs, reviews and inspects proposed and ongoing projects including those in the field;

10. Works with the Town Planner and Engineer on active/pending projects; obtains engineering signoffs and approval;
11. Prepares and oversees the departmental budgets, maintains inventory and asset management, personnel administration, and other managerial functions;
12. Develops and implements policy initiatives and changes for the building department in an effort to streamline current procedures, such as updating applications and inspection procedures; any major policy changes are recommended to the Town Board for approval;
13. Coordinates with other municipal departments and the Assessor's office to ensure that properties are correctly assessed and that their building file is up to date with the sharing of information.

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:

- Knowledge of the requirements of the Uniform Fire Prevention and Building Code, and zoning ordinances;
- Knowledge of the local codes and laws regarding standards for new and existing structures;
- Knowledge of basic inspection techniques;
- Knowledge of modern land use principles and practices;
- Knowledge of Geographic Information Systems (GIS) to check easements, boundaries, wetlands and floodplains;
- Knowledge of modern office principles, practices, equipment and software;
- Ability to prepare, maintain and establish policies;
- Ability to prepare written reports and maintain records;
- Ability to read and interpret building plans and specifications;
- Ability to communicate effectively, both orally and in writing;
- Ability to plan and supervise the work of others;
- Ability to understand and interpret complex oral and written information, including the advice of legal and engineering consultants;
- Personal characteristics necessary to perform the duties of the position;
- Physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor's degree in engineering, architecture, building science, planning or closely related field and six (6) years of full-time work experience as a zoning administrator, building inspector, building contractor, construction superintendent, general contractor or construction supervisor;
- OR: (B) Completion of sixty college credits and eight (8) years of full-time work experience as described in (A);

- OR: (C) Graduation from high school or possession of a high school equivalency diploma and ten (10) years of full-time work experience as described in (A);
- OR: (D) A satisfactory equivalent combination of training and experience within the limits of (A) and (C) above.

SPECIAL REQUIREMENTS:

1. Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.
2. Pursuant to New York State Executive Law, candidates must successfully complete training as prescribed by the New York State Department of State, Division of Code Enforcement and Administration after initial appointment. It is the responsibility of the appointing authority to ensure that employees shall complete the prescribed minimum basic code enforcement training within the applicable period established, as well as required annual in-service training. For further information on these requirements, you may access <http://www.dos.state.ny.us/code/edu.htm>

ADOPTED: 5/14/2020