

DIRECTOR OF MUNICIPAL DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS:

This employee is the head of the planning, zoning, code enforcement, engineering, and building activities of a town and leads the town's planning efforts. The Director recommends economic development and building programs for a town and recommends, plans and implements policies and strategies. The incumbent also oversees technical plan reviews, financial activities, and supervises personnel. In addition the incumbent performs work involving development and planning studies, and the preparation and review of local laws and ordinances related to development activities. Work is performed under the general supervision of the Town Board. Supervision is exercised over subordinate professional, technical and administrative staff.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude the Town Board from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Directs, coordinates and manages all aspects of planning, economic development and building operations, insuring adequate staffing, equipment, materials and resources on projects approved by the Town Board;
2. Develops, recommends and implements policy initiatives and changes;
3. Reviews and inspects staff work, identifying and implementing changes and improvement;
4. Prepares information for appropriate boards and agencies on planning, building and economic development policies and strategies;
5. Plans and directs proposed and ongoing projects, including review of legal and regulatory requirements, financial analyses, and preparation and coordination of associated documentation and paperwork;
6. Confers with federal, state and local agencies and representatives of other municipalities including planning boards, zoning boards, industrial development agencies, and town committees on all planning and building-related matters;
7. Responds to inquiries and interacts with the general public, developers, and contractors on matters relating to planning, building and economic development;
8. Responsible for budgeting, personnel administration and other managerial functions;
9. Prepares drafts of local law and ordinances related to land development activities and works with Town legal staff as required.

DIRECTOR OF MUNICIPAL DEVELOPMENT(Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the local codes and laws regarding standards for new and existing structures;
Knowledge of modern land use principles and practices;
Knowledge of State and Federal programs related to the economic development and planning process;
Knowledge of the purposes, principles, practices and terminology used in the planning and implementing of economic development programs;
Knowledge of Public relations and publicity techniques;
Knowledge of Geographic information systems;
Knowledge of modern office principles, practices, equipment and software;
Ability to prepare, maintain and establish policies;
Ability to prepare and review drafts of local law;
Ability to acquire a familiarity with the economic needs of the region;
Ability to prepare reports;
Ability to communicate and deal effectively with others;
Ability to plan and supervise the work of others;
Ability to understand and interpret complex oral and written information;
Personal Characteristics necessary to perform the duties of the position;
Physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS: (Recommended Only)

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Possession of a Juris Doctorate and four (4) years of supervisory or administrative experience in land development, economic development, business administration, redevelopment planning and financing, land use, urban design or geographic information systems;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in City, Regional, or Urban Planning, Business Administration, Public Administration, Political Science, Environmental Science, or Marketing or related major and six (6) years of supervisory or administrative experience in land development, economic development, business administration, redevelopment planning and financing, land use, urban design or geographic information systems;
- OR: (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in City, Regional, or Urban Planning, Business Administration, Public Administration, Political Science, Environmental Science, or Marketing or related major and ten (10) years experience as described above;
- OR: (D) An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

SPECIAL REQUIREMENT FOR APPOINTMENT:

Possession of a New York State Driver License.

Adopted: 7/1/09