

## **COMMISSIONER OF PLANNING AND DEVELOPMENT**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a managerial and administrative position involving responsibility for the overall function of the Planning Department. Work involves developing policy, organizing and directing departmental work in areas such as County planning, local government assistance, transportation, grants and special programs. General direction is received from the County Executive, while general supervision or general direction is exercised over all employees of the department.

### **TYPICAL WORK ACTIVITIES:**

1. Directs the function of the Planning Department in areas including County planning, community planning, transportation, community development;
2. Advises County Planning Board, County Executive, and Legislature on County and community issues;
3. Confers with other public officials regarding issues related to Planning and other department functions;
4. Meets with potential developers and investors regarding County matters, issues, statistics, etc.;
5. Responsible for Budgeting, Personnel Administration, and other managerial functions of the department;
6. Coordinates interagency activities at the County and regional levels;
7. Formulates policy for recommendations to the County Executive or Legislature;
8. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of the purposes, principles, terminology and practices of municipal, regional and community planning; thorough knowledge of transportation programs; thorough knowledge of the principles of management and administration; thorough knowledge of planning-related needs of local municipalities; good knowledge of federal and state regulations related to the obtaining and administration of grants; ability to analyze planning projects on the basis of feasibility, economic soundness, and social desirability; ability to plan and manage departmental activities; ability to communicate effectively both orally and in writing; initiative; resourcefulness; 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 recognized college or university with a Master's degree in Planning or a related field and eight (8) years of technical planning work experience in community, municipal, or regional planning, four (4) years of which must have been in a supervisory or administrative capacity;
- OR: (B) Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's degree in Planning or a related field and nine (9) years of technical planning work experience in community, municipal, or regional planning, four (4) years of which must have been in a supervisory or administrative capacity;

**COMMISSIONER OF PLANNING AND DEVELOPMENT** (Cont'd)

**MINIMUM QUALIFICATIONS:** (Cont'd)

OR:           (C)     An equivalent combination of training and experience as described in (A) and (B) above.

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REVISED:     02/15/85 (Commissioner of Planning)   01/01/95