

## **ASSISTANT COMMISSIONER OF PLANNING AND DEVELOPMENT**

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

This is an administrative and technical position involving the planning and coordination of staff activities in developing and implementing all programs of the Department of Planning and Development. The incumbent coordinates all work program assignments and organizes and directs the activities of the planning division in the area of local government assistance and advisement, special studies and contractual services. The incumbent also acts on behalf of the Commissioner and the department in all matters in the absence of the Commissioner. General direction is received from the Commissioner of Planning and Development, while general supervision is exercised over the work of subordinates.

### **TYPICAL WORK ACTIVITIES:**

1. Assumes the duties of the Commissioner of Planning and Development in his absence;
2. Organizes and monitors the departmental budget process;
3. Acts as administrative coordinator for the entire department;
4. Oversees the Housing and Community Development Division and Division of Mass Transportation;
5. Conducts and/or organizes special studies for the department or the County Executive's office;
6. Represents the department, as necessary, in a wide variety of situations with the public, local officials and special interest groups;
7. Organizes and sets priorities for a variety of planning projects which involves formulating, assigning and scheduling the work of subordinate planning, design and G.I.S. staff;
8. Coordinates planning division work assignments;
9. Reviews projects for compliance with contractual specifications and to departmental policy;
10. Prepares reports and reviews the preparation of staff reports on local assistance planning activities;
11. Oversees organization of departmental information, data and mapping resources, and manages public relations efforts;
12. Advises Commissioner on status of local planning efforts, issues and educational requirements;
13. Coordinates staff support of the Dutchess County Planning Federation;
14. Does related work as required.

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

Thorough knowledge of the purposes, principles, terminology and practices employed in municipal, regional and community planning; thorough knowledge of federal and state programs related to the planning process; thorough knowledge of zoning and subdivision principles and practices; good knowledge of current problems and literature in the field; good knowledge of the principles and practices of management and administration; good knowledge of research methods and techniques; ability to plan and supervise the technical work of subordinate staff; ability to analyze planning projects on the basis of feasibility, economic soundness and social desirability; ability to communicate effectively both orally and in writing; ability to get along well with others; initiative; resourcefulness; good judgement; 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 four (4) years of technical planning work experience in community, municipal or regional planning, two (2) years of which must have been in a full supervisory and/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 five (5) years of technical planning work experience in community, municipal or regional planning, two (2) years of which must have been in a full supervisory and/or administrative capacity;

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

NOTE:     Work experience as described above may be substituted for the education requirements on a year-for-year basis.

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