

DEVELOPMENT AND DESIGN COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a specialized senior level planning position focusing on physical design initiatives which will supervise major long term planning projects, such as the county's model Greenway Program, and coordinate implementation activities to ensure that plans have an ongoing action component. The position's emphasis on urban design allows the department to concentrate on alternative site designs for large-scale projects or specific development proposals that provide an exemplary model for future development. This work includes a broad and creative design component and a promotional approach to planning. The work involves considerable organized and graphic public presentations, a strong regional involvement, specific design drawings and a high profile for the department in both community planning and economic development issues. Work is performed under the general supervision of the Commissioner with considerable leeway allowed in carrying out work assignments. Supervision is exercised over lower level planners. Travel during the course of a workday is required. Assignments outside of normal working hours will be received.

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 a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Directs department's major planning projects, e.g. county wide Greenway Program, which involves project administration, billing, budget and quality control;
2. Coordinates design for major county economic development initiatives, i.e. Dutchess County Stadium, CIA Food Research Park including conceptual site designs and promotional materials;
3. Leads and participates in series of community center design projects, focused on pedestrian planning as well as parking issues and physical design;
4. Coordinates public design workshops and gives presentations of current work and design principles at conferences, Planning Federation courses, community meetings and forums;
5. Gives presentations on regional projects (Poughkeepsie waterfront and Greenway Program) to Governor's staff and department heads, and other local and state officials;
6. Develops comprehensive planning reports, design guidelines, project review letters, promotional material for economic development initiatives, grant proposals, community design publication, etc.;
7. Acts as county specialist on historic preservation; coordinates preservation design and interaction with state agencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the purposes, principles, and terminology employed in municipal, regional, and community planning;

Knowledge of urban design purposes, principles and terminology and skills to develop creative design recommendations and drawings to put forward alternative site designs and more specific community proposals;

Knowledge of local and regional history, economic trends, and environmental factors to develop and promote regional planning projects;

Skill in technical and promotional writing to supplement design drawings or graphic illustrations, to make planning concepts easier to understand by local officials and the general public;

Skill in creating and making public presentations to promote planning projects;

DEVELOPMENT AND DESIGN COORDINATOR (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (Cont'd)

Skill in assessing politically sensitive situations and acting in the best interests of the Planning department and the county;

Ability to make decisions on an immediate basis in a public setting;

Ability to supervise the technical work of other professionals;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State recognized college or university with a Master's degree in Urban Design or a related field and four years of increasingly responsible professional experience as planner.

PL0309

ADOPTED: 01/01/99