

**ASSISTANT COMMISSIONER OF PLANNING
AND ENVIRONMENTAL MANAGEMENT**

268-E

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting the Commissioner of Planning and Environmental Management in overseeing all operations and functions relating to the design and operations of the County Comprehensive Plan, Land Use and Policy Research, Environmental Conservation, Watershed Planning and Flood Mitigation, Historical and Cultural Resource Management as well as other municipal, regional or community planning related activities. Work is performed in accordance with the directives of the Commissioner of Planning and Environmental Management and the policies of the County Legislature. Supervision is exercised over the work of all subordinate professional, technical and clerical staff. Considerable leeway is allowed to independently perform most of the requirements of the position.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Assists the Commissioner in recommending, developing and implementing policies and procedure relating to the administration of the County's Comprehensive Strategic Plan and environmental management activities;

Assists the Commissioner in overseeing, developing and administering long range planning documents for the County of Sullivan as well as local municipalities, including cultural and historical development;

Assists the Commissioner in office administration and acts on behalf of the Commissioner in his/her absence or when otherwise unavailable;

Assists in the supervision and management of program personnel, including professional, paraprofessional and clerical staff;

Assists the Commissioner with the budget preparation and with the management and establishment of department policies and procedures;

Oversees, develops and implements programs to provide training assistance to local governments on planning and zoning matters;

Provides technical assistance to the planning and zoning boards, municipalities and County departments in general planning and zoning, State Environmental Quality Review Act requirements, environmental planning for open space, flood prevention/control, drainage, erosion and conservation planning;

Oversees land use reviews as mandated by Section 239 of the General Municipal Law;

Assists the Commissioner in overseeing the coordination, update and maintenance of the County's hazard-mitigation plan;

Facilitates inter and intra-governmental collaborations to address watershed issues and potential environmental threats to natural resources of the County;

Uses computer applications or other automated systems, such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May make presentations to County Legislature and other organizations, as needed;

May be responsible for development and implementation of special projects as assigned by the Commissioner;

Prepares and maintains a variety of records and reports relating to planning division activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of principles, practices, techniques and terminology used in municipal, regional or community development and planning; thorough knowledge of Federal, State and local rules, laws and regulations relating to regional planning, zoning and subdivision practices; good knowledge of public relations and publicity techniques; good knowledge of management, administration and organizational procedures; ability to prepare and supervise the preparation of complex detailed and master plans for environmental development; ability to prepare and monitor a budget; ability to understand and interpret maps, charts and graphs; ability to understand and follow complex oral and written instructions; ability to effectively use computer applications, including spreadsheets, word processing, calendar, e-mail and database software; ability to maintain effective working relationships with public officials, private businesses and industry, citizens advisory groups and County residents; ability to express ideas clearly and concisely, both orally and in writing; initiative; and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree or higher in Planning, Public or Business Administration, Marketing, Industrial Management or a related field and five (5) years of experience in municipal, community or regionally planning activities, including at least two (2) years in a supervisory capacity; or

- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Planning, Public or Business Administration, Marketing, Industrial Management or a related field and seven (7) years experience as described in (A) above, including two (2) years in a supervisory capacity; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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NYS Civil Service Commission Approval: N/A

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