

## CHIEF PLANNER

274-F

DISTINGUISHING FEATURES OF THE CLASS: This is professional level work involving responsibility for the coordination, management and implementation of policies, procedures and programs for the County's planning and community development related activities. The work varies in accordance with particular assigned projects. Incumbent performs a variety of planning activities in conjunction with specific local comprehensive plans in the field of research studies relating to such areas as *Sullivan 2020 Plan* for the county and its facilities, zoning ordinances, municipal, regional, community, transportation planning and other related fields and programs. Work is performed under the general supervision of the Commissioner of Planning and Environmental Management with latitude for independent judgment for carrying out the details of the work assignments. Incumbent may oversee a number of programs within the Division that relate to environmental management and economic competitiveness. Supervision is exercised over subordinate planners and other support staff.

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.*

Coordinates, organizes, manages and performs work in planning, zoning, community

development, hazard mitigation and related projects and programs;

Develops, reviews, updates and implements the County wide strategic plan, specific local

comprehensive plans, zoning ordinances and other documents or planning policies

and makes recommendations to the Planning Commissioner;

Participates and provides leadership in the development of GIS databases and related graphic

products concerning population distribution, housing, industry, employment, schools,

recreation and the natural resources;

Interprets planning related ordinances and laws and provides technical assistance to municipal officials and citizens;

Provides state mandated training and assistance to municipal officials, planning boards and zoning boards of appeals on planning, zoning and subdivision control matters;

Conducts detailed investigations and prepares reports and recommendations on zoning and permit applications, site plans, subdivision plats, variance requests and other related matters ;

Ensures that development proposals conform to State General Municipal Law and other applicable County and local comprehensive plans and regulations;

May assist with compliance of energy use reduction and other sustainability measures and ensures compliance with the regulations of the Environmental Protection Agency (EPA), OSHA, NYS Department of Environmental Protection (NYSDEPC) and other related agencies;

Prepares and may supervise the preparation of a variety of studies involving planning statistics, data, designs, charts and other information regarding statistical analysis, proposals, reports and special projects and establishes guidelines and timetables for expected study completion;

Supervises and reviews the work of technical and support staff and consultants;

Assists property owners, developers, builders, attorneys and special interest groups with general technical assistance by means of scheduled meetings, written correspondence and via phone conversations;

Prepares grant applications for federal, state and foundation sources as it pertains to planning and GIS implementation strategies in collaboration with grants administration;

May attend meetings in the absence of the Planning Commissioner;

Assists in the preparation of the division's annual budget and annual report;

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

Oversees miscellaneous office work and maintains records of planning division activities.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS**: Thorough knowledge of modern principles, practices, techniques and laws relating to urban rural planning, housing and community development and environmental policies; thorough knowledge of Federal, State and local rules, laws and regulations relating to regional planning, zoning and subdivision principles to ensure program compliance; good knowledge of research methods and sources of information related to urban growth and development; good knowledge of the sociological, economic, design and environmental factors involved in performing activities related to regional planning and community development; working knowledge of the general principles of Geographic Information System (GIS) as applicable to County, municipal and regional planning; working knowledge of architectural principles; ability to research and prepare complex written reports and grant applications; ability to plan and supervise the work the others; ability to collect, analyze and interpret statistical data on physical, economic and social phenomena in ways relevant to County, municipal and regional planning; ability to effectively use computer applications, including GIS, spreadsheets, word processing, calendar, e-mail and database software and AutoCAD; ability to understand complex oral and written directions; ability to communicate effectively both orally and in writing; resourcefulness; and tact.

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, architecture, civil engineering, environmental studies, geography, landscape architecture, public administration or a closely related field and four (4) years of experience in municipal, community or regional planning, one (1) year of which shall have been 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, architecture, civil engineering, environmental studies, geography, landscape architecture, public administration or a closely related field and six (6) years of experience in municipal, community or regionally planning, one (1) year of which shall have been in a supervisory capacity; or
- (C) An equivalent combination of experience and training as outlined in (A) and (B) above.

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Originated: 1/16/09

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval :N/A