

**COMMISSIONER OF PLANNING AND
COMMUNITY DEVELOPMENT**

268

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class is a department head with responsibility for policy development, program planning, budget management, administration, and operational direction of the Planning and Environmental Management Division functions. The incumbent is responsible for accomplishing Division objectives and goals within guidelines established by the County Legislature and County manager. Under general policy direction from the County Manager, plans, organizes directs and integrates the County's planning and community development programs and services; and performs related work as assigned with considerable leeway allowed for the use of independent judgment. Supervision is exercised over the work of subordinate staff as well as administrative oversight being exercised over designated organizations and agencies as determined by the County Legislature and assigned by the County Manager.

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.*

Develops organization-wide or department-wide goals, objectives, policies and procedures;

Develops and implements the county Comprehensive Plan or other planning projects;

Designs and implements the county Endangered Property Protection Program (EPPP);

Administers community development and environmental management programs, which are intended to implement recommendations and policies of the County comprehensive Plan;

Provides technical assistance to the municipal planning boards, zoning board of appeals and County departments with respect to general planning and zoning issues, State Environmental Quality Review Act (SEQRA) requirements, etc.;

Oversees the update and maintenance of the County's hazard-mitigation plan;

Evaluates planning-related legislation and applicability to division projects;

Evaluates proposals to local governments for organization's planning consulting services;

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

Supervises all organization staff, either directly or indirectly through senior staff;

Prepares division/department/organization operations budget;

Oversees the recruitment, employment evaluation, and release of staff or consultants;

Reviews all division reports and presentations for completeness and accuracy;

Represents the organization on regional/local boards;

Ensures the County Legislature is kept fully informed on the condition of the division and about any trends, events, or emerging issues of significance to the agency's success;

Report events and activities to senior management and elected and appointed officials;

Makes presentations to County Legislature and other organizations;

Attends substantial number of evening and weekend meetings;

May be responsible for development and implementation of special projects as assigned by the County Manager.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of the principles and techniques of the planning profession and community development process; Comprehensive knowledge of federal, state and local laws, ordinances and codes pertaining to a wide variety of planning topics; Thorough knowledge of the methods and techniques of research and analysis; thorough knowledge of real estate terminology, laws, practices, principles and regulation; Good knowledge of principles of personnel management, including supervision, training and performance evaluation; Good knowledge of the principles of budgeting and finance; Ability to effectively use computer applications including Microsoft Office, internet applications; and GIS; Ability to demonstrate effective and persuasive leadership comfortable with all levels of staff, public and others; Ability to demonstrate proven management skills and ability to manage day-to-day operations; Ability to communicate both orally and in writing, including the editing, oversight or preparation of technical reports, and the presentation of information to government entities and various committees; Ability to maintain strong interpersonal and public relations skills to work effectively with various officials, staff, citizens and other customers; Ability to demonstrate strong organization skills; Ability to understand and manage high-profile, sensitive or controversial political situations; Ability to demonstrate strong problem-solving and negotiation skills; and ability to exercise sound and independent judgment within general policy guidelines.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a Master's Degree or higher in Planning, Public or Business Administration, or related field and six (6) years of progressively responsible experience in municipal, community or regionally planning activities, including at least two (2) years of supervisory experience; or

(B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a Bachelor's Degree in Planning, Public or Business Administration, or related field and eight (8) years of progressively responsible experience in municipal, community or regionally planning activities, including two (2) years of supervisory experience; 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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