

**COMMISSIONER OF PLANNING AND
ENVIRONMENTAL MANAGEMENT**

268-A

DISTINGUISHING FEATURES OF THE CLASS: The Commissioner of Planning and Environmental Management is responsible for the direction and administration of all programs relating to the design and operations of the County Comprehensive Strategic 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. The work may be performed in collaboration with functions performed by the Grants Administration Department, where relevant. The incumbent receives general direction by the County Manager in accordance with policies prescribed by the County Legislature 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 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.*

Recommends, develops and implements policies and procedures relating to the administration of

The County's Comprehensive Strategic Plan and environmental management activities;

Develops and oversees the long range implementation of the Transportation Development Plan

(TDP) in accordance with the County's Comprehensive Plan as determined by the

legislative body as well as state and federal guidelines and mandates;

Develops and administers long range planning documents for the County of Sullivan and local

municipalities, including cultural and historical development;

Develops and implements programs to provide training assistance to local governments on planning

and zoning matters;

Develops and implements programs and facilitative strategies that contribute to the development and update of a comprehensive strategic plan for the County;

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

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

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

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

Delegates and assigns responsibility for individual projects to subordinate staff and provides supervisory oversight of staff performance;

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

Prepares departmental budget and performs other duties relative to the administration of the department;

Prepares necessary reports as required, in a timely manner;

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

Makes presentations to County Legislature and other organizations;

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

County Manager.

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

TERISTICS: Comprehensive knowledge of the purposes, principles, terminology and practices used in municipal, regional or community development and planning; thorough knowledge of zoning and subdivision practices; thorough knowledge of statutes and regulations controlling planning and community development program activities; good knowledge of public relations and publicity techniques; ability to prepare and supervise the preparation of complex detailed and master plans for environmental development; ability to prepare and manage 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, developers, citizens advisory groups and County residents; ability to communicate well 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 with a Master's Degree or higher and six (6) years of experience in Planning, Government Administration, Environmental Science, or a related field, 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 or higher and eight (8) years of experience in Planning, Government Administration, Environmental Science, or a related field, including two (2) years of supervisory experience.

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: Pending

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