

DEPUTY COMMISSIONER OF PLANNING/OPERATIONS 268-C

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting the Commissioner of Planning and Environmental Management in overseeing all operations and functions of the Sullivan County Planning Department. The incumbent will assume the day to day control over specific administrative, financial, and supervisory functions as assigned by the Commissioner. Supervision is exercised over the work of all subordinate professional, technical and clerical staff. Work is performed in accordance with the directives of the Commissioner of Planning and Environmental Management and the policies of the County Legislature. Considerable leeway is allowed to independently perform 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 overseeing all phases of Planning and Environmental Management including planning, organizing, directing, coordinating, supervising, and program, evaluating, and the delivery of service;

Assists Commissioner in recommending, developing, and implementing policies relating to the administration of all programs administered through the county office;

Assists in the development and implementation of program performance measurement standards;

Assists in the compilation of data for use in the preparation of the annual budget;

Assists in the development of a long range and comprehensive marketing and planning programs including the performance of research and analysis;

Assists in the development of programs to help implement the recommendations of the County's Economic Development Strategy and Agricultural Protection Plan;

May be required to attend public meetings at the direction of the Commissioner;

May assist in conducting surveys, land use studies, and other research activities to provide assistance in the County's economic development efforts and the development of planning policy for the county's main streets;

Works with local development organizations to identify planning and zoning issues that may be inhibiting economic development or business attraction efforts;

Assist the Commissioner of Planning and Environmental Management with zoning text amendments;

Provides technical assistance to business, industrial agencies, and local government units;

May identify, prepare and oversee state and federal grant applications for financial assistance to fund various projects including main street planning activities;

Develops inventories of available floor space on the county's main streets and markets such space to prospective entrepreneurs and businesses;

Performs related duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of federal and state community development program requirements; thorough knowledge of federal and state aid or grant programs available for the county and/or its municipalities; thorough knowledge of the preparation and use of statistical and research concepts and methods; good knowledge of loan administration and loan underwriting; good knowledge of the principles and practices involved in directing a subordinate staff, including subordinate supervisors; demonstrated skills in graphic presentation, illustration, and reproduction techniques; ability to make clear and concise oral presentations; ability to work with local

organizations and to build consensus; ability to collect, analyze and present planning data; ability to understand and interpret maps, charts and graphs; ability to understand and interpret written material; ability to organize and conduct planning activities including research, analysis, design, and writing comprehensive planning studies and reports; ability to think independently and creatively; ability to train employees in office methods and procedures; reliability, resourcefulness; good judgment; tact and courtesy; and sensitivity to issues of cultural diversity.

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 Masters Degree or higher in Urban & Regional Planning, Geography, Landscape Architecture, Public Administration, or a related field, and five (5) years of acceptable experience in municipal, community or regional planning activities, at least one year of which must have been in a responsible 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 or higher in Urban & Regional Planning, Geography, Landscape Architecture, Public Administration or a related field and seven (7) years of acceptable experience described in (A) above, at least one year of which must have been in a responsible 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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Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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