

## **DEPUTY COMMISSIONER OF PLANNING**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for assisting the Commissioner of Planning and Environmental Management in the management and administration of the programs, projects and daily activities of the departments of Office of Sustainability Environment, Parks, Recreation & Beautification, and Grants within the Division of Planning Community Development. Supervision is exercised over the work of subordinate staff as well as general administrative oversight over designated organizations and agencies as determined by the Commissioner of Planning and Environmental Management. Work is performed under the general direction of the Commissioner of Planning and Environmental Management in accordance with policies prescribed by the County Legislature with considerable leeway for the use of independent judgment. Incumbent may act as head of division in the absence of the Commissioner of Planning and Environmental Management.

**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 in the formulation of departmental objectives and the department's work program, working with the Commissioner to assign staff to specific projects and assigning other resources as needed;

Develops proposals and recommendations for policies, plans and projects;

Develops, leads and participates in studies involving research, investigation and analysis of physical, economic and environmental factors related to sustainable initiatives including, but not limited to, energy conservation, renewable energy, greenhouse gas emission reduction and adaptive measures for potential climate change;

Develops, drafts and recommends regulatory action, policies and procedures related to sustainability initiatives;

**DEPUTY COMMISSIONER OF PLANNING AND ENVIRONMENTAL MANAGEMENT 268-G**  
**Page 2**

Assists in preparation of annual greenhouse gas inventory for local government and community at large;  
Prepares reports and memoranda including statistical analyses, maps, tables etc. with emphasis on sustainable initiatives;

Prepares grant applications from federal, state and foundation sources that relate to sustainable initiatives and coordinates efforts with other divisions and departments;

Coordinates efforts with community partners, makes recommendations and assists in the development and implementation of sustainable initiatives;

Assists in the determination of feasibility and potential value of proposed planning projects and makes decisions regarding priorities and the extent and scope of project studies;

Supervises staff and works with contract personnel relative to a variety of proposed or on-going planning projects;

Prepares and supervises the preparation of grant applications;

Assumes responsibilities for specific Division program areas, including but not limited to Sustainability, Parks, Recreation & Beautification, and Grants;

Acts generally for and in place of the Commissioner of Planning and Environmental Management, when required;

Represents the County in dealing with various local, regional, state and federal agencies and maintains contact with governmental officials, representatives of industry and community leaders regarding planning objectives;

Participates in the recruitment and evaluation of the Grants Supervisor, Director of Parks, Recreation and Beautification and sustainability support staff and interns;

**DEPUTY COMMISSIONER OF PLANNING AND ENVIRONMENTAL MANAGEMENT 268-G**  
**Page 3**

Evaluates effectiveness of projects under development and issues instructions governing their progress as needed;

Provides professional planning and administrative advice to all Division staff on the skills needed to execute their duties;

Develops work plans for projects involving multiple staff and oversees development of work plans for projects led by the Planning division;

Prepares periodic reports, including annual reports and other reports required by regulatory agencies;

Oversees the organization of office space, files and equipment;

Communicates regularly with other County divisions, municipalities, community organizations, legislators, civic and business leaders and State, Federal and regional agencies to strategize around specific topic areas, develop plans to address issues and develop and coordinate planning, sustainability and environmental development projects;

Organizes meetings, roundtables, conferences, surveys, workshops, tours etc. to educate officials on Division activities, relevant subject matter and foster collaborations;

Responds to requests for information and complaints about problems from the public, community organizations and County and municipal government officials;

Directs the preparation of publicity and news releases to acquaint the public with proposed and on-going planning programs;

Meets with interested public groups to discuss the activities of the Division and planning in general;

Speaks before community groups and other gatherings to further understanding of planning and sustainability objectives, issues and programs;

Attends and participates in conferences and webinars and shares the knowledge gained with Division staff and others.

Performs other duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Comprehensive knowledge of the purposes, principals, terminology, practices and skills employed in municipal and community planning; good knowledge of legislation, current problems and professional literature in the Planning field; thorough knowledge of the principles and practices of environmental planning; ability to implement and operate within local, state and federal laws and the requirements of funding agencies, ability to prepare and supervise the preparation of complex, detailed comprehensive and topic-specific strategic plans for community development; Good knowledge related to energy conservation, renewable energy systems, climate change, greenhouse gas emissions; good knowledge of grant funding sources and grant application processes; good interpersonal skills as individual will be representing County in public meetings and forums; ability to present reports in a clear and professional manner; good time management skills; ability to analyze and compile data for reports; Ability ability to develop work programs to accomplish complex, multi-faceted projects; ability to lead teams of division staff, other County staff, representatives from other agencies and municipalities, consultants and/or interested citizens; good knowledge of the principles and practices of administration and management; ability to manage deadlines and competing requests; ability to communicate and deal effectively with department heads, local officials, legislators and residents and to advise, persuade or influence them in adverse and tense conditions; ability to develop and utilize benchmarks and to qualify objectives and accomplishments; ability to exercise initiative, resourcefulness, tact, discretion and sound judgment; ability to travel, as required to fulfill the demands

of the position; ability to work independently; ability to effectively utilize a personal computer and working knowledge of Microsoft Office (particularly Word, Excel and PowerPoint); and good writing skills for drafting of reports and grant applications.

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 Biology, Ecology, Environmental Science, Public Administration or a related field, and seven (7) years of experience in the field of environmental management or sustainability, four (4) of which shall have been in a local or regional government setting, and at least two (2) years of which included administrative managerial and/or supervisory responsibilities.

(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 Biology, Ecology, Environmental Science, Public Administration or related field and at least 9 years of experience working with government or not for profit entity on development and implementation of sustainable initiatives including energy conservation, renewable energy, climate action planning, greenhouse gas emissions inventory and/or related initiatives., and nine (A) above, including four years of which shall have been in a local or regional government setting and two (2) years of which included administrative (as defined above), managerial and/or supervisory responsibilities.

**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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