

DIRECTOR 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 Department of Planning. 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.

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.*

Supervises daily activities of the Sullivan County Department of Planning: assigns projects, tasks,

and trainings to staff, conducts periodic performance evaluations;

Monitors progress on Department projects: ensures compliance with requirements and deadlines

of relevant contracts and grant agreements, analyzes and evaluates program effectiveness

and success;

Serves as lead project manager for special and ongoing planning projects, including plan

development and implementation;

Assesses public infrastructure needs and identifies projects in the County based on current and

projected development in consultation with the Commissioner and the County's economic

development partners and municipalities;

Implements and updates the County's Housing Strategy to address housing-related issues across a broad spectrum of residents, including low to moderate income housing as well as workforce housing;

Identifies and applies for discretionary funding sources to support Department initiatives, in coordination with the Department of Grants Administration and other relevant community partners;

Provides information and technical assistance to municipalities, County departments, and community partners on planning related topics including, but not limited to, land use/zoning, smart growth, infrastructure planning, housing, and comprehensive planning;

Oversees the County's municipal training program: ensures relevant training is made available to municipal boards and community members;

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

Makes recommendations on policies, procedures and projects to the Commissioner to enhance community development and economic growth in the County;

Participates in local, regional, state, and federal planning activities/efforts, including review of new legislation with potential impacts to Department's initiatives;

Represents the interest of the County in local, regional and State organizations;

Provides written updates, monthly, and annual reports on all Department activities to the Commissioner; and

Assists the Commissioner with preparation of the Department's annual operating budget and capital plan requests.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the community development needs of a municipality; good knowledge of Federal and State Community Development Program requirements; good knowledge of Federal and State aid or grant programs available for the municipality; good knowledge of the preparation and use of statistical and research concepts and methods; ability to conduct grant application activities, including research, analysis and writing concise, well-constructed oral and written communications and reports that convey complex topics to the public; ability to meet, speak, and deal effectively with public officials, civic and business leaders, landowners, and other stakeholders; good knowledge of group facilitation skills to gather public comment at meetings; good knowledge of the principles and practices of administration and management; ability to manage deadlines, contract requirements with third parties, and competing requests for resources; ability to make clear and concise oral and graphic presentations, ability to use various computer applications for spreadsheets, graphics, word processing and database operations; and ability to delegate tasks appropriately, exercise initiative, resourcefulness, tact, discretion, and sound judgment.

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 four (4) years of experience in Planning, Government Administration, Environmental Science, or a related field, at least two (2) years of which included administrative (e.g. director-level, policy decisions, development of broad/comprehensive programs and projects, etc.) managerial and/or supervisory responsibilities;

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 six (6) years of experience in Planning, Government Administration, Environmental Science, or a related field, and two (2) years of which included administrative (as defined above), managerial and/or supervisory responsibilities.

NOTE: At the time of appointment, it is preferred that the candidate be certified by the American Institute of Certified Planners.

Reviewed and placed in Classplan: 6/20/2023

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Originated: 6/8/2023
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A