

## PLANNING AND POLICY MANAGER

268-D

DISTINGUISHING FEATURES OF THE CLASS: This is professional level work involving supervisory responsibility for the oversight of design, coordination, management and implementation of policies, procedures and programs for the County's Division of Planning and Environmental Management related activities. The work involves the performance of a variety of community development and planning activities in conjunction with small cities grants, housing and municipal, regional, community, policy research and other related fields and programs. Work is performed under the general supervision of the Commissioner of Planning and Environmental Management with latitude for independent judgment for carrying out the details of the work assignments. Supervision is exercised over subordinate planners and other support staff.

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, implements, coordinates, organizes, manages and performs work in community development related activities, flood mitigation programs and projects;

Supervises and reviews the work of technical and support staff and consultants;

Supervises the preparation of a variety of studies involving planning statistics, data, census data, designs, charts and other information regarding statistical analysis, proposals, reports and special projects and establishes guidelines and timetables for expected study completion;

Manages, develops, reviews, updates and implements the County wide strategic plan, specific local comprehensive plans, zoning ordinances and other documents or planning policies and makes recommendations to the Planning Commissioner;

Oversees detailed investigations and prepares reports and recommendations on zoning and permit applications, site plans, subdivision plats and variance requests;

Oversees the preparation of grant applications for federal, state and foundation sources as it pertains to planning;

Participates in the development of GIS databases and related graphic products concerning population distribution, housing, industry, employment, schools, recreation and the natural resources;

Interprets planning related ordinances and laws and provides technical assistance to municipal officials and citizens;

Advises municipal officials, planning boards and zoning boards of appeals on planning, zoning and subdivision control matters;

Ensures that development proposals conform to State General Municipal Law and other applicable County and local comprehensive plans and regulations.

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

**TERISTICS**: Thorough knowledge of modern principles, practices, techniques and laws relating to urban rural planning, housing and community development; thorough knowledge of Federal, State and local rules, laws and regulations relating to community development, regional planning, zoning and subdivision principles to ensure program compliance; good knowledge of the sociological, economic, design and environmental factors involved in performing activities related to regional planning and community development; working knowledge of architectural principles; ability to research and prepare complex written reports and grant applications; ability to plan and supervise the

work of others; ability to collect, analyze and interpret statistical data on physical, economic and social phenomena in ways relevant to County, municipal and regional planning; ability to effectively use computer applications, including GIS/AutoCAD, spreadsheets, word processing, calendar, e-mail and database software; ability to understand complex oral and written directions; ability to communicate effectively, both orally and in writing; resourcefulness; and tact.

**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, Architecture, Civil Engineering, Environmental Studies, Geography, Landscape Architecture, Public Administration or a closely related field and four (4) years of experience in municipal, community or regional planning, two (2) years of which shall have been in a supervisory or administrative capacity; 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, Architecture, Civil Engineering, Environmental Studies, Geography, Landscape Architecture, Public Administration or a closely related field and six (6) years of experience in municipal, community or regional planning, two (2) years of which shall have been in a supervisory or administrative capacity; or
- (C) An equivalent combination of training and experience as outlined in (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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Originated:03/05/08

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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