

DEPUTY DIRECTOR OF PLANNING AND DEVELOPMENT

Distinguishing Features of the Class: This is professional planning position at a supervisory level. The Deputy Director assists the Director of Planning and Development in the development and administration of the Departmental work program, and includes issuing assignments, advising, assisting and directing staff in accomplishing the work program and the objectives of the Department, as well as related work as required. The position is also responsible for the preparation of plans and reports in support of comprehensive planning. The Deputy Director assists the Director in all administrative functions of the Department, including budgeting, contracting, grant applications and progress reports, and fiscal management in compliance with County administrative requirements. The work is performed under the general oversight of the Director with to perform duties and responsibilities. General supervision is exercised over the work of all other Departmental non-management staff.

Typical Work Activities:

- Performs research and planning activities in matters pertaining to land use, natural environment, Geographic Information Systems (GIS) and other related areas and software;
- Assists the Planning Director in all administrative functions of the Department, including budgeting, contracting and fiscal management in compliance with County administrative requirements.
- Coordinates County and regional land use and development policy and programs with local governments in the areas of housing, land banking, agriculture, community planning, infrastructure, transportation and solid waste/recycling;
- Assists and guides the County Planning Board in its mandated local planning and zoning referral duties and operations and acts as its agents in the planning function;
- Provides guidance and reviews work performed and directs supervision of Departmental non-management personnel in consultation with the Director. In addition, the preparation and revision of municipal master plans, agricultural districting plans and elements of County Comprehensive Development Plan;
- Performs other duties from time to time as assigned by the Director of Planning and Development;
- Confers with officials of government and representatives of various professional and lay groups and other parties regarding planning and development; and works with regional boards and agencies established by state or federal law;
- Oversees the provisions of training certification for County Planning Board and local planning and zoning officials;
- The preparation of and revision of zoning ordinances, subdivision regulations, design standards, and other local land use controls plus the review and preparation of recommendations concerning zoning matters, subdivision matters, other kinds of land use policy and development matters, county capital project proposals, and other agency plans and proposals;
- The preparation of written reports and graphics related to the above activities and oral presentation of departmental recommendations to community groups, legislative bodies, other public officials, boards and agencies and the general public;

- The representation of the Department of Planning and Development on official committees, at public hearings, in legislative meetings, and in other public meetings; and the organization of training workshops for municipal land use officials.
- Supports and assists in economic development of the county to residents and the County's business parks which include but are not limited to new technologies.
- Coordinates the long-term Capital Plan;
- Supports and assists in economic development of the County to residents and the County's business parks which include but are not limited to new technologies;
- Performs other duties from time to time as assigned by the County Legislature.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

- Thorough knowledge of the purposes, principles, terminology and practices involved in municipal, regional or community planning; thorough knowledge of zoning and subdivision practices;
- Ability to prepare and supervise the preparation of complex strategic and comprehensive plans for community development;
- Thorough knowledge of current method for collecting, analyzing and interpreting statistical data;
- Good knowledge of legislation, current problems and professional literature in field;
- Ability to communicate effectively both orally and in writing;
- Ability to plan and supervise the work of others;
- Ability to get along with others; initiative and resourcefulness;
- Physical condition commensurate with the demands of the position.

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 in Sociology, Economics, Urban Geography, Government, Public Administration, Statistics, or other similarly related field and four (4) years of experience in municipal, community or regional planning or related work of which one (1) year must have been in a responsible 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 or Engineering or other similarly related field and five (5) years of experience in municipal, community or regional planning or related work of which two (2) years must have been in a responsible supervisory or administrative capacity.

1/25/2022