

CHIEF PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This is high level professional planning work involving responsibility for assisting the County Planning Director in the implementation, coordination, formulation and evaluation of a variety of programs and projects. The incumbent assists the County Planning Director in developing policy and organizing and directing the activities of department staff in the areas of county planning, local government assistance, economic development and special programs. This position differs from that of Senior Planner in that there is a higher level of responsibility for more programs and the incumbent functions as the County Planning Director in his absence. The work is performed under the general direction of the County Planning Director. Supervision is exercised over subordinate professionals and clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Oversees TPAS Program and assignments and leads a team in providing an Advisory Service Program for designated communities in Delaware County; Consults with local officials and citizens on land use, economic, social and governmental development planning and implementation; Prepares physical, social, economic and government service characteristics of rural small towns for use in the formulation, periodic analysis and revision of comprehensive plans; Makes detailed field and office studies of existing and potential land use, population characteristics and distribution, traffic and transportation, business development and governmental services; Investigates and prepares reports on village and town zoning and subdivision regulations, building codes and administrative policies affecting future land use activities; Studies community needs with respect to water supply, sewage, public utilities, schools, recreation, solid waste and other community facilities; Advises village and town planning boards and zoning boards of appeal and other government officials on planning, zoning and subdivision control matters; Assists town and village governments with local law drafting and adoption; Assists town and village boards, planning boards, zoning boards of appeal and other county departments with State Environmental Quality Review Act compliance; Conducts specific project review, coordinating with other Federal, State, City and local agencies; Assists local communities with grant applications; Oversees IDA related staff assignments, assigning specific projects to staff and monitors the progress of those projects reporting back to the Director; Coordinates County Planning Board meetings and General Municipal Law reviews; Schedules and conducts staff meetings; Assists Director with review and update of office policies; Conducts personnel searches, advertises, reviews resumes, organizes and conducts interviews; Updates and review planning resource material; Oversees staff attendance at conferences; Prepares Town Planning Advisory Service grant; Represents Planning Department at meetings; Oversees and conducts department review of New York City watershed regulations; Assists communities in Memorandum of Agreement procedures and requirements; Assists communities and other agencies in preparing education materials on the watershed regulations; Responsible for department response to future needs stemming from Memorandum of Agreement; Represents department at meeting with NYC DEP; Assists communities with NYC regulation compliance.

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

Federal, State and local economic development programs and practices; Thorough knowledge of zoning and subdivision practices; Thorough knowledge of current methods for collecting, analyzing and interpreting statistical data; Good knowledge of legislation, current problems and professional literature in the field; Good knowledge of research methods and techniques; Ability to prepare and supervise the preparation of complex reports and master plans for community development; Ability to understand complex oral and written directions; Ability to prepare complex written reports; Ability to plan, coordinate and supervise the work of others; Ability to express oneself clearly and concisely, both orally and in writing; Ability to exercise discretion and sound judgement; Initiative and resourcefulness; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in planning and two years fulltime paid or parttime paid equivalent experience in municipal, community, or regional planning which shall have included six months in a supervisory capacity; OR
- B. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in a field related to planning and three years of full-time paid or part-time paid equivalent experience in municipal, community or regional planning or related work; which shall have included six months in a supervisory capacity; OR
- C. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in planning and four years of full-time paid or part-time paid equivalent experience in municipal, community or regional planning or related work which shall have included one year in a supervisory capacity; OR
- D. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in a field related to planning and five years of full-time paid or part-time paid equivalent experience in municipal, community or regional planning or related work; which shall have included one year in a supervisory capacity; OR
- E. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in a field related to planning and six years of full-time paid or part-time paid equivalent experience in municipal, community or regional planning or related work; which shall have included two years in a supervisory capacity; OR
- F. An equivalent combination of training and experience as indicated in A, B, C, D, or E above.

Adopted 4/30/97

Reviewed 8/30/00