

Department: Planning
Classification: Competitive
Grade: 7M/C

SPEC DISK BB
DOCUMENT 08

DEPUTY COUNTY PLANNER

DISTINGUISHING FEATURES OF THE CLASS: The work of a Deputy County Planner is a management position that involves responsibility for assisting the department head in the initiation, coordination, formulation review, and direction of activities dealing with planning and development, and zoning program management. The incumbent acts for the County Planner in his/her absence. The incumbent is responsible for assisting in agency direction, program creation, establishment, and management, as well as overseeing the provisions of technical planning assistance to county agencies and local government municipalities in the county. The work involves planning areas such as health, energy, solid waste, economic development, wastewater, and community development. The work is performed under general direction of the County Planning Director with wide leeway allowed for the exercise of independent judgment in carrying out details of the work. The Deputy is responsible for directing, coordinating, training and evaluating the performance of subordinates in carrying out their duties and responsibilities. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

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;

Assigns responsibility for individual projects to subordinate department staff members, coordinates projects involving more than one unit, and reviews and approves final product;

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

Represents the county and maintains top level contact with governmental officials, representatives of industry and community leaders regarding planning objectives;

Speaks before community groups and other gatherings to further understanding of planning objectives;

Maintains contacts with other county department heads regarding coordination of projects, funding and budgetary considerations;

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

Works with representatives of business, lending organizations, developers, merchants, and others to stimulate and guide planning activities in the county;

Oversees operation of Section 8 Housing Programs providing low income housing through tax exempt corporation;

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Develops program objectives dealing with county planning and revision of local zoning and land use plans and

regulations;

Participates in professional organizations and meetings for extending knowledge of current economic and funding developments;

May report to the Board of Supervisors and/or local legislative officials on departmental activities and future proposed plans;

Participates in and supervises the preparation of written informational and instructional material regarding projects in departmental budget;

Conducts staff conferences to provide general direction to unit work;

Helps local municipalities in the county obtain federal and state grants-in-aid for local planning projects;

Keeps up-to-date on new developments in planning field and urban community development;

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

Provides technical planning assistance to local municipalities in the county relative to solid waste or wastewater treatment and disposal;

Prepares a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the purposes, principles, terminology, and practices employed in municipal and community planning, thorough knowledge of preparation of complex detailed and master plans for community planning, land use, and resource development; good knowledge of current legislation in the rural planning field; good knowledge of zoning and subdivision practices; ability to plan and supervise the work of others; ability to make professional planning decisions; ability to speak before groups of people; ability to prepare complex records and reports; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree in Planning, Architecture, Landscape Architecture, Urban Geography, or a field related to planning and five years of experience in municipal, community, or regional planning, two years of which must have been in a supervisory or administrative position; or

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(b) Graduation from a regionally accredited or New York State registered college or university with a Masters Degree in Sociology, Economics, Urban Geography, Public Administration, Statistics, and four years of experience as outlined in (a), two years of which must have been in a supervisory or administrative position; or

(c) Graduation from a regionally accredited or New York State registered college or university with a

Masters Degree in Planning, Community, or Municipal Planning or Landscape Architecture and three years of experience as outlined in (a), two years of which must have been in a supervisory or administrative position; or

(d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c).

Revised: 1/23/02