

Department: Community Development & Planning

Classification: Non-Competitive

Grade: Ungraded

SPEC DISK A4

DOCUMENT 83

DIRECTOR OF COMMUNITY DEVELOPMENT & PLANNING

DISTINGUISHING FEATURES OF THE CLASS:

This is a managerial position involving responsibility for the overall function of the Department of Community Development & Planning. The position involves developing policy, organizing and directing departmental work in such areas as comprehensive development, environmental and transportation planning, economic development and community assistance. Projects are assigned to subordinate staff members who are responsible to the Director for their progress and eventual completion. The work is performed under the administrative direction of the Board of Supervisors, the Chairman of the Board, and/or County Manager; with leeway allowed for the exercise of professional planning and administrative judgment to carry out the duties of the position to the fulfillment of the current goals and objectives of the County. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Determines feasibility and potential value of proposed projects and makes recommendations regarding such questions as priorities and the extent and scope of studies;
- Formulates community/economic development and planning policies programs for consideration and approval of the County Board of Supervisors;
- Assigns responsibility for individual projects to subordinate employees, coordinates projects involving more than one unit and reviews work in progress and approves work upon completion;
- Periodically evaluates effectiveness of projects under development and issues instructions governing their progress as needed;
- Supervises consultants engaged to assist in the preparation of highly specialized studies;
- Assists the Essex County Planning Board in its review functions pursuant to General Municipal Law section 239-m;
- Coordinates County community/economic development and planning programs; and activities, and maintains liaison with other officials, representatives of industry and community leaders involved with comprehensive community/economic development, planning and services in which the County is a part of or affected by;
- Keeps abreast of new developments in the fields of community and economic development, planning particularly rural community development, including sources of funding available to the County and other municipalities therein and current legislation and programs;
- Participates in professional organizations and meetings for extending knowledge of current developments;
- Supervises work in progress, gives direction on projects and approves the final

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- product of the assignment;
- Assists the Chairman of the Board and/or the County Manager in their capacities as liaison in behalf of the County to local, State

- and Federal governments relative to community/economic development and planning matters;
- Advises local town and village planning and zoning boards on planning, zoning and other matters as requested;
- Conducts staff conferences to provide general direction of the unit work;
- Prepares the annual departmental budget and work program;
- Assists the County Treasurer in administration and enforcement of the County hotel/motel occupancy tax;
- Assists the Board of Supervisors and County Manager in the development, review, approval and implementation of marketing plans and programs promoting the advantages of the County utilizing revenues from the hotel/motel occupancy tax and/or other County funds.
- Assists the Essex County Industrial Development Agency in identifying and creating development opportunities in the County, marketing those opportunities, and encouraging potential or prospective developers and businesses to locate within the County;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS:

- Comprehensive knowledge of the purposes, principles, methods and terminology used in municipal, regional and community planning and economic development;
- Comprehensive knowledge of current methods used in the development and maintenance of planning studies;
- Working knowledge of Federal and State grant programs and/or other funding sources available for the County and/or its municipalities, as well as of application procedures;
- Working knowledge of land use control and zoning practices;
- Thorough knowledge of techniques used to gather data for statistical analysis;
- Working knowledge of hotel/motel occupancy tax schemes and marketing programs promoting the advantages of counties;
- Working knowledge of industrial development agency programs and functions;
- Thorough knowledge of the goals and objectives of the County as applied to community/economic development and planning functions;
- Thorough knowledge of modern principles and practices of effective management;
- Ability to organize, plan, supervise and review the work of professional and technical planning personnel in a manner conducive to full performance and high morale;
- Ability to prepare difficult planning studies and to formulate substantive recommendations for planning standards in the development of the overall County plans;
- Ability to keep abreast of current literature, recent developments and sources of information in municipal, community and regional planning;

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- Ability to prepare and maintain comprehensive plans for community/economic development;
- Ability to meet with community groups to respond to needs and inquiries;
- Ability to establish and maintain effective working relationships with civic leaders, public officials and the general public;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in economics, planning or related professional field and have not less than four (4) years administrative or consultant experience in the field of metropolitan, regional, county or municipal community development, economic development, marketing, or planning;

OR

B) Have a satisfactory equivalent combination of training and experience.

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