

## **COUNTY PLANNING DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is important professional planning work involving responsibility for overseeing the preparation of a comprehensive planning program. The incumbent is expected to prepare a complete and detailed plan extending to land use, population, socioeconomic conditions, environmental constraints, governmental constraints and public and private facilities. The work usually involves considerable public contact with public officials, professional and civic organizations and others representing the areas under study. The work also involves responsibility for preparing, producing and disseminating information about services, programs legislation and news to the media and the public. Involves budgeting and program development along with grant writing and administration. Supervision is exercised over a small number of professional and subordinate staff. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Oversees and participates in the preparation of comprehensive land use, zoning and economic development programs, the development of hazard mitigation programs and implementation strategies, the development of federally mandated updates to the County All Hazard Mitigation Plan; Outlines assignments and estimates scheduling of time for individual projects; Oversees the review of individual planning programs of smaller divisions of government and proposes methods for coordinating such programs with unified plan on regional basis; Prepares and supervises the preparation of a variety of planning statistics, data, plans, designs, charts, records and reports; Confers with officials of government and representatives of various professional and lay groups and other parties regarding planning policies and objectives; Directs the preparation of publicity and news releases for acquainting the public with planning programs; Writes, edits and prepares media releases, articles etc. for internal and external publications, the County website, and social media; Maintains working relationships with the news media to disseminate information and publicize municipal events or issues of interest; Keeps up-to-date on new developments in planning field and urban community development; Advises town and village planning and zoning boards on planning, zoning and subdivision control matters as requested; Advises and participates as a member of the Delaware County Agricultural and Farmland Protection Board, regional planning and development board; Partners with other county departments for watershed management and protection; Functions as the liaison to the Delaware County Planning Board; Prepares and maintains a variety of complex written records and reports.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Thorough knowledge of purposes, principles, terminology and practices involved in municipal, regional or community planning; 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 field; Good knowledge of the principles and practices of preparing, producing and disseminating information to the media and the public; Strong creative writing skills; Ability to prepare and supervise the preparation of complex detail and master plans for community development; Ability to understand complex oral and written directions; Ability to write and administer grants; Ability to plan and supervise the work of others; Ability to deal effectively with the public; Good professional judgment, tact and courtesy; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** EITHER:

- A. Satisfactory completion of a recognized master's degree program in planning, sociology, economics, urban geography, government, public administration and statistics or related field and (3) three years of experience in municipal, community or regional planning or related work, which includes (2) two years of supervision; OR
- B. Graduation from a regionally accredited or New York State registered four-year college with a bachelor's degree in planning, architecture, landscape architecture, sociology, urban geography, public administration or engineering and (4) four years of experience in municipal, community or regional planning or related work, which includes (3) three years of supervision; OR
- C. An equivalent combination of training and experience as defined by the limits of A and B above.

**NOTE:** A valid New York State driver's license is required at time of appointment and maintained during employment.

Revised 8/23/88; 12/21/16; 8/22/2022