

DIRECTOR OF PLANNING AND DEVELOPMENT

Distinguishing Features of the Class: This is professional and administrative work involving responsibility for overseeing the preparation of plans and reports concerned with the county planning and development programs. The work involves contact with public officials, professional and civic organizations, and others representing the areas under study. Supervision is exercised over subordinate professional, sub-professional and clerical positions. The incumbent does related work as required.

Typical Work Activities:

- Responsible for all phases of the planning and development programs including planning, organizing, directing and coordinating the work of personnel for efficient and effective operations;
- Responsible for financial planning, including preparation of budgets, maintenance of fiscal controls and submission of required reports to appropriate agencies;
- Liaison with local and regional public officials and professional organizations;
- Oversees research and planning activities in matters pertaining to land use, natural environment, Geographic Information System (GIS) and other related areas and software;
- Prepares and supervises the preparation of a variety of statistics, data, plans, designs, charts, records and reports;
- 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;
- Coordinates County and regional land use and development policy and programs with local governments in the areas of housing, agriculture, community planning, infrastructure, transportation and solid waste / recycling;
- Oversees the review of individual planning programs of smaller divisions of government and proposes methods for coordinating such programs with unified programs on regional basis;
- Confers with officials of government and representatives of various professional and lay groups and other parties regarding planning and development;
- Works with regional boards and agencies established by state or federal law;
- Determines personnel requirements, and is responsible for the appointment of staff in compliance with state law and local civil service rules;
- Oversees the provision of training certification for County Planning Board and local planning and zoning officials;
- Provides research, reports and statistics as well as assists in County policy planning, analysis and advisement to the County Legislature and Chief Administrative Officer on matters of public policy and County services;
- Assists the Chief Administrative Officer with budget and finance to further County efficiency and effectiveness;
- Manages and coordinates the County Marine Park facilities, development, operations & services as well as all promotions and public relations campaign;
- Writes and administers grant programs for Marine Park development;
- Assists, writes and administers grant applications in support of Capital Plan projects and intergovernmental programs;
- Coordinates interdepartmentally grants, projects, Geographic Information System (GIS) services;
- Coordinates and oversees a countywide shared services plan;
- 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.

Director of Planning And Development continued**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 recognized college or university with a bachelor's degree in Planning, Architecture or Engineering or satisfactory completion of a recognized master's degree program in Sociology, Economics, Urban Geography, Government, Public Administration, Statistics, 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; **OR**
- b) completion of a program leading to a masters degree in Planning and four (4) 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.

08/31/1981

06/06/1996

10/22/2001

10/18/2005

10/22/2014

CLASS: NON-COMPETITIVE Confidential or Policy Influencing – approved State Civil Service Commission 6/30/1988