

## ASSISTANT DIRECTOR OF PLANNING AND DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Planning and Development, employees in this class are responsible for assisting the Director in specific phases of moderately difficult planning environmental review, community and economic development projects or may be in charge of a major phase of a more complex study. Projects involve community planning on a municipal, county, metropolitan or regional basis. The position also involves responsibility for a variety of administrative functions within the Department of Planning and Development. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assists the Director in planning, developing and implementing administrative procedures for the municipality's planning and community and economic development programs;

Prepares and supervises the preparation of a variety of planning statistics, data, plans, designs, charts, records and reports;

Prepares and supervises the preparation of specialized planning projects, such as land development, transportation systems, community facilities and others;

Assists in the preparation of the Department's budget;

Assists the Director in administering federal, state and locally funded community and economic development programs;

Directs the collection, tabulation and analysis of data for use in connection with census statistics and population reports;

Plans and conducts field studies and surveys;

On occasion, represents the planning and development department at conferences of local government officials;

Participates in meetings with civic and business leaders to determine regional and community planning needs;

Acts on behalf of the Director of Planning and Development in his or her absence;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail, database, GIS, CAD and related software packages in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the purposes, principles, terminology and practices employed in municipal, regional or community planning; good knowledge of zoning and subdivision practices; good knowledge of current methods for collecting, analyzing and interpreting statistical data; good knowledge of current problems and literature in the field; ability to plan and supervise the work of others; good knowledge of research methods and techniques; ability to understand complex oral and written directions; ability to get along well with others; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail, database, GIS and CAD software; initiative and resourcefulness; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree\* in City, Urban or Regional Planning; Engineering, (Civil, Environmental, Traffic or similar); Architecture; Landscape Architecture; or Geography and three (3) years of experience where the primary function of the position was planning, architecture, engineering or a related field; at least two (2) years of which was in the field of city, state or municipal planning and/or the administration of community and economic development programs; or (b) a Bachelor's Degree\* and AICP certification through the American Institute of Certified Planners.

SUBSTITUTION: A Master's Degree\* in City, Urban or Regional Planning; Engineering (Civil, Environmental, Traffic or similar); Architecture; Landscape Architecture or Geography may be substituted for one year of the work experience described above.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.