

DEPUTY DIRECTOR – DEPARTMENT OF TECHNICAL SERVICES (PLANNING)
(Town of Cortlandt)

GENERAL STATEMENT OF DUTIES: Advises the municipal government with respect to the physical development of the municipality; directs the activities of the technical planning staff, and acts as secretary to the Planning Board; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director – Department of Technical Services, the incumbent of this position supervises, designs and performs physical and statistical research planning studies related to the master plan for the municipality. This position is responsible for the supervision of all administrative details of the municipal planning operation. In addition, the incumbent administers planning regulations and conducts special studies for the Planning Board and provides technical and staff support for the Town's Planning Board. Supervision is exercised over professional, technical and clerical personnel.

EXAMPLES OF WORK:

Makes recommendations in the formulation of policies and procedures for carrying out the planning functions of the municipality;

Administers the daily operations of the planning division including assignment and review of tasks completed by subordinate employees;

Prepares programming and continuing analysis and revisions in the comprehensive master plan;

Works closely with the Westchester County Planning Department with regard to various studies;

Works with consultants providing advise on Draft Environmental Impact Statements (DEIS) and coordinates consultant review on projects before the Planning Board;

Assists the Director – Department of Technical Services with budget preparation, staffing levels, coordination of work and advises the Director and Town Board of projects, subdivisions, etc.;

Consults with private developer(s) and individuals with respect to land use and property development within the municipality;

Consults with the Director and public officials within the municipality to ascertain their needs in relation to subdivision processing;

Acts as staff liaison to the Planning Board, conducting work sessions of the Board;

Provides technical review and assistance and, if necessary, site inspections, and coordinates all Planning Board matters;

Maintains liaison with community groups, schools, neighboring and other communities, town, village and County officials;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Maintains liaison with various departments and boards of the town government, and addresses same on various planning matters;

Prepares reports and sketches of a difficult technical nature pertaining to surveys, studies and projects;

Supervises the work of professional, technical and clerical staff;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the general principles and techniques used in the fields of municipal and regional planning; thorough understanding of the town's social and economic structure and the need for improvements; thorough knowledge of zoning and subdivision principles, practices and regulations; ability to present planning data and proposals effectively both in oral and written presentations; ability to establish and maintain cooperative relationships with other public officials, developers, and the general public; ability to read and interpret plans and specifications; ability to prepare sketches and maps; ability to organize, direct and coordinate the work of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative; imagination; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree* in Planning, Engineering (Civil, Environmental, Traffic or similar), Architecture, Landscape Architecture, or Geography and four (4) years of experience in the field of state, city or municipal planning, two (2) years of which must have been in a supervisory capacity; or (b) a *Master's degree in a field as in (a) above and three (3) years of experience as stated in (a) including the two (2) year of supervisory experience; or (c) a Bachelor's Degree*, AICP certification through the American Institute of Certified Planners, and two (2) years of supervisory experience in the field of state, city or municipal planning; or (d) a satisfactory equivalent combination of the foregoing training and experience.

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