

## DIRECTOR OF PLANNING

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the municipal management and administration, the incumbent of this position supervises, designs, and performs statistical research and physical planning studies related to the master plan for the municipality. The Director of Planning is responsible for the oversight and coordination of all administrative details of the municipal planning operation and advises the municipal government with respect to the physical development of the municipality. Depending on municipality, may exercise supervision over professional, technical and clerical personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

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

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

Receives applications for proposed subdivisions for Planning Board;

Analyzes, studies and recommends development concepts with development controls;

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

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

Advises the Board with respect to zoning changes;

Reviews materials submitted for the Planning Board and the Zoning Board and makes recommendations either by report or in person so that the Boards have complete, concise and factual data available;

Maintains liaison with community groups, schools, neighboring and other communities, Town and Village officials and County officials;

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

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

Makes field investigations relating to projects in process;

Attends meeting of municipal Boards, as required;

Depending on municipality, may supervise the work of professional, technical and clerical staff.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the general principles and techniques used in the fields of municipal and regional planning; thorough knowledge of zoning and subdivision principles, practices and regulations; ability to organize, develop, analyze and interpret both physical and research planning data; ability to present planning data and proposals effectively in both oral and written presentations; ability to prepare sketches and maps; ability to organize, direct and coordinate the work of others; ability to effectively use various software applications such as spreadsheets, word processing, calendar, e-mail, database, GIS, and CAD; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; 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 City, Urban or Regional Planning; Engineering (Civil, Environmental, Traffic or similar); Architecture; Landscape Architecture; or Geography and four (4) 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 state, city or municipal planning, and one (1) year of which must have been in a supervisory capacity; or (b) a Bachelor's Degree\*, AICP certification through the American Institute of Certified Planners, and one (1) year of supervisory experience in the field of state, city or municipal planning.

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 (1) year of the work experience described above. There is no substitution for the one (1) year of supervisory experience.

\*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

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

Towns, Villages,  
Cities of Rye & Peekskill  
J. C.: Competitive  
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Job Class Code: 0401