

DIRECTOR OF PLANNING AND DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of the Manager, an incumbent of this class is responsible for administering the planning, environmental review, community development and economic development functions of the municipality; advising the local municipal government with regard to the physical development of the municipality; directing the activities of the technical planning staff; and administering a variety of federal, state and locally funded community and economic development programs. This is an important administrative position in which the incumbent is responsible for initiating and overseeing policies in planning and developing physical and economic development programs. Work is carried out in accordance with procedures prescribed by Federal and State officials and with the assistance of Federal and State funding. Professional and technical staff is responsible for technical details and functions. Incumbents establish and maintain contacts with government officials at the local, county, state and federal level, as well as civic and business leaders, builders and developers. The incumbent exercises administrative responsibility and supervision over a number of professional, technical and clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, develops and implements administrative procedures for the municipality's planning and community and economic development functions;

Administers federal, state and locally funded community and economic development programs;

Coordinates capital improvement programs for the purpose of obtaining maximum assistance for renewal and economic and community development from State and Federal funding sources;

Receives applications for proposed subdivisions for Planning Board;

Directs the clearance, reconstruction, removal, rehabilitation, conservation, restoration or improvement of substandard and unsanitary areas of the community;

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;

Initiates and directs programs to retain, restore and expand the commercial and industrial tax base of the community;

Prepares or supervises the preparation of applications from various funding sources to secure monies for programs or operations;

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

Advises the management and administration staff with regard to the physical development of the municipality;

EXAMPLES OF WORK: (Illustrative Only) (continued)

Prepares and presents the departmental budget to municipal officials and monitors same;

Plans, initiates and oversees the long range goals of the various components of the department;

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

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

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

Supervises the work of professional, technical and clerical staff;

Uses computer applications or other automated systems 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: Thorough knowledge of Federal, State and local laws, policies and regulations as they apply to Urban Renewal, assisted housing, and economic development; thorough knowledge of economic, environmental and planning factors related to community development; thorough knowledge of zoning and subdivision practices; good knowledge of modern management principles and practices; good knowledge of current methods for collecting, analyzing and interpreting statistical data; good knowledge of current Federal and State housing and community and economic development programs; knowledge of the general principles, terminology and practices used in municipal, regional or community planning; familiarity with local procedures related to the real estate field and property appraisal practices; ability to plan and supervise the work of others; ability to get along well with others; ability to present ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with municipal, business and civic leaders; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database 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 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/or the administration of community and economic development programs; and at least 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

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE (cont'd.): 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.

City of Peekskill, Villages of Ossining, Port Chester and Mamaroneck

J. C.: Non-competitive in City of Peekskill only

Job Class Code: 0410

Competitive in Villages of Ossining, Port Chester and Mamaroneck

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