

DIRECTOR OF PLANNING, BUILDING AND RELATED SERVICES
(TOWN OF BEDFORD)

GENERAL STATEMENT OF DUTIES: Under the general supervision of the administrative management of the municipality, advises the municipal government with respect to the physical development of the municipality; directs the activities of the technical planning staff and participates therein; assumes administrative responsibility for the Water and Building department, the Wetlands Commission and the Zoning Board of Appeals; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the municipal administration, an incumbent of this class supervises, designs and performs physical and statistical research planning studies related to the Town Development Plan. This position is designed to facilitate and expedite a consistent, uniform and systematic response to external stimulus, such as a development proposal, or an internal stimulus, such as a special study or capital works project. The incumbent would assume responsibility for the coordination of all planning-related activities whether in preliminary or later stages. This coordination is attained through the incumbent's assumption of administrative responsibility, including staffing and budget, for the planning-related departments of Building and Water, as well as the Wetlands Commission and the Zoning Board of Appeals. (Department Heads would remain and assume the responsibility for day-to-day departmental activities.) Supervision is exercised over professional, technical and clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

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

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

Facilitates and expedites the Town's response to development proposal, special study or capital works project;

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

Receives applications for proposed subdivisions for Planning Board;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

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 Town Board with respect to zoning changes;

Coordinates departmental responses and follow through on building, wetlands and/or zoning applications or approvals;

Coordinates a review and inspection of the construction brought about by a proposal for compliance with various codes and ordinances;

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

Prepares the preliminary budgets for the Water and Building Departments, Wetlands Commission and Zoning Board of Appeals;

Provides general supervision for the personnel in the Water and Building departments, Wetlands Commission and Zoning Board of Appeals;

Prepares and administers the Towns capital works budget including the coordination of the efforts of various departments;

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

Makes field investigations relating to projects in process;

Supervises 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 both oral and written presentations; ability to prepare sketches and maps; ability to organize, direct and coordinate the work of others; initiative; imagination; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Planning, Engineering, Architecture or Landscape Architecture and (a) 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) graduation from a Master's program in an allied field and two (2) years of experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.