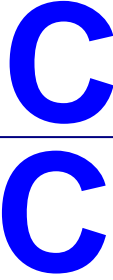




**CAYUGA  
COUNTY**

F:\Civil\JbSpecs\Assistant  
Director of Planning



An Equal Opportunity - Affirmative Action Employer

# CIVIL SERVICE COMMISSION

<b>TITLE:</b>	<b>ASSISTANT DIRECTOR OF PLANNING</b>
<b>JURISDICTIONAL CLASS:</b>	<b>COMPETITIVE</b>
<b>CIVIL DIVISION:</b>	<b>PLANNING BOARD</b>
<b>ADOPTION: CSM</b>	<b>12/10/79</b>
<b>REVISED: CSM</b>	

### **DISTINGUISHING FEATURES OF THE CLASS:**

An Assistant Director of Planning is responsible for assisting the Director of Planning in the implementation, coordination, formulation and review of activities involving planning programs of a municipal, regional or community planning nature undertaken by the agency. Additionally, the Assistant Director acts for the Director in his absence. The work is performed under general supervision with leeway allowed for exercise of independent judgment in carrying out technical details of the work. Supervision is exercised over the work of a staff of subordinate professional Planners and clerical employees. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative only)**

- Determines and establishes methodology for projects and makes recommendations to the Director regarding such questions as the extent and scope of planning studies;
- Evaluates individual municipal planning projects assigned to subordinate staff members, coordinates details involving more than one unit and reviews finished product;
- Periodically evaluates effectiveness of projects under development and issues instructions or provides direction governing their progress as needed;
- Participates in and supervises the preparation of written informal and instructional material regarding projects to be completed;
- Advises City, Town and Village Planning and Zoning Boards on planning, zoning and subdivision control matters on a regular basis;
- Supervises private consultants engaged to assist in the preparation of specialized studies;
- Participates in professional organizations and meetings for extending knowledge of current planning developments;
- Develops and maintains top level contact with government officials, representatives of industry and community leaders regarding planning objectives;
- Assists in the preparation of publicity and news releases for acquainting the public with planning programs;
- Speaks before community groups and other gatherings to further understanding of planning objectives;
- Keeps up to date on new developments in planning field and urban community development;
- Assists in the implementation, coordination, formulation and review of activities undertaken by the County Planning Board relating to municipal and regional planning;
- Determines and establishes methodology for planning projects and makes recommendations to the Director regarding questions as to the extent and scope of studies;
- Prepares and assists staff members in preparation of programs and applications to qualify the locality study for Federal and State grants in aid programs;
- Evaluates individual planner progress activities, coordinates and plans projects and evaluates effectiveness;
- Prepares a variety of records and reports related to the work.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:**

Thorough knowledge of the purpose, principles, terminology and practices employed in municipal, regional or community planning;  
Thorough knowledge of zoning and subdivision practices;  
Ability to prepare and supervise the preparation of complex master plans for community development;  
Ability to direct the effective utilization of advanced professional techniques in planning projects;  
Ability to plan and supervise the work of professional planning staff;  
Ability to make professional judgments requiring advanced technical planning knowledge and skills;  
Initiative in recognizing and adopting measures to solve complicated planning problems;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS: EITHER:**

- (A) A Master's Degree in planning AND 1 year of experience in community planning, regional planning or related work; OR
- (B) A Master's Degree in architecture, landscape architecture, urban geography, or other planning related field AND 3 years of experience in community planning, regional planning or related work; OR
- (C) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in planning, architecture, landscape architecture, urban geography, or other planning related field AND 4 years of experience in community planning, regional planning or related work; OR
- (D) An equivalent combination of experience and training as outlined by the limits of (A), (B) and (C) above.

**PROMOTION:**

Two years of permanent service as Associate Planner.