



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **DIRECTOR OF PLANNING**
Jurisdictional Class: Non-Competitive
Civil Division: Planning Board
Adoption: CSM
Revised: CSM 12/10/79; 06/14/05; 04/12/06

DISTINGUISHING FEATURES OF THE CLASS:

The Director is in charge of the County Planning Agency; does related work as required. A Director of Planning is responsible for the implementation, coordination, formulation, and review of activities involving planning programs of a municipal, regional, or community planning nature undertaken by the agency. Projects are assigned to subordinate supervisors who are responsible to the Director for their progress and eventual completion. Duties call for the exercise of the highest level of professional knowledge and ability. The Director reports to the chief executive or legislative body of the county. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Determines feasibility and potential value of proposed projects and makes decisions regarding such questions as priorities and the extent and scope of studies;
Assigns subordinate staff to projects and monitors their implementation of assignments on municipal planning, economic development, and environmental projects assigned to subordinate staff; coordinates details involving more than one unit and reviews finished products;
Periodically evaluates effectiveness of projects under development and issues instructions governing their progress as needed;
Supervises consultants engaged to assist in the preparation of advanced specialized studies;
Maintains top-level contact with governmental officials, representatives of industry and community leaders regarding planning objectives;
Assists and supervises economic development activities at the county level;
Directs the preparation of publicity and news releases for acquainting the public with planning programs;
Speaks to community groups and other local officials for the purpose of furthering the use of state of the art planning techniques;
Keeps up to date on new developments in the fields of planning, economic development, and environmental management;
Participates in professional and meetings for the purpose of extending knowledge of current planning, economic development, and environmental practices;
Reports to chief executive and/or local legislative officials on unit activities and future plans;
Advises city, town, and municipal, planning, and zoning boards on planning, zoning, subdivision, and other land use issues and policies on a regular basis;
Advises the County Legislature and local governments regarding the applicability and compliance with the NYS Environmental Quality Review Act and assigns and supervises staff in the preparation of documents related thereto;
Prepares agenda and participates in the regular and special meetings of the Cayuga County Legislature Planning and Economic Development Committee and such other legislature committees as requested;
Evaluates subordinate staff;
Prepares various records and reports related to the management of the department;
Conducts staff conferences to provide general direction to unit work;
Participates in and supervises the preparation of written informational and instructional material regarding projects in planning unit budget.
Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the purposes, principles, terminology, and practices employed in municipal, regional, or community planning;
Ability to prepare and supervise the preparation of complex detailed and master plans for community development;
Extensive knowledge of zoning and subdivision practices;
Knowledge of advanced professional techniques in field of planning;
Ability to make professional judgment requiring advanced technical knowledge and skills;
Extensive knowledge of legislation, current problems, and professional literature in field;
Professional leadership ability.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college with a Master's Degree in Planning, Architecture, Landscape Architecture, Engineering, Urban Geography, Economics, Public Administration, Information Science, Civil or Environmental Engineering, Environmental Science, Environmental Resources, Environmental Studies, Sociology, Geographic Information Systems, or related field AND 5 years of experience in community or regional planning*, 2 years which shall have been in an administrative capacity, which must include supervisory experience; OR
- (B) Graduation from a regionally accredited or New York State registered college with a Bachelor's Degree in Planning, Architecture, Landscape Architecture, Engineering, Urban Geography, Economics, Public Administration, Information Science, Civil or Environmental Engineering, Environmental Science, Environmental Resources, Environmental Studies, Sociology, Geographic Information Systems, or related field AND 6 years of experience in community or regional planning*, 2 years which shall have been in an administrative capacity, which must include supervisory experience; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

*Community or regional planning includes but is not limited to: comprehensive planning, zoning administration, implementation of economic development programs and initiatives, environmental impact assessment, and subdivision and site plan review. This experience may be from the public or private sector.

