

## ASSISTANT COMMISSIONER OF PLANNING

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, an incumbent of this class assists the Commissioner and Deputy Commissioner of Planning in the formulation, administration and implementation of departmental policies and procedures and may be assigned responsibility for one or more of the following areas: land use and environmental planning, housing and community development, design, capital program planning, and/or departmental administrative services. An incumbent is also responsible for coordinating, supervising and planning projects, initiatives or departmental procedures to ensure the effective integration of resources and to manage multiple areas of departmental operations in an effective manner. Extensive liaison is maintained with municipalities, County departments, consultants and funding agencies. An incumbent may act for and on behalf of the Commissioner or Deputy Commissioner in his/her absence. Supervision is exercised over a number of professional, technical, consulting and support personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises and participates in the preparation of technical land use planning reports for the County Planning Board pursuant to Sections 239 L, M and N of the New York State General Municipal Law and Section 277.61 of the County Administrative Code;

Forms recommendations on various elements for the major development of County planning policies by analyzing field examinations and site surveys, and the evaluation of demographic and environmental trends and conditions;

Directs the activities of the Housing section and the administration of the Department's grants by scheduling and monitoring the implementation of various elements of the work program, including neighborhood preservation, urban design, code enforcement, citizen participation, public information, new construction, contract coordination, program administration, and fiscal management;

Directs departmental administrative services including budget preparation, payroll/personnel functions, management information systems, accounts payable, billing, contract management, financial reporting, grants management and regulatory compliance;

Reviews, monitors and approves accounts payable, ensuring that expenditures remain within budgetary limits; implements cost control procedures; monitors cost accounts to ensure adequate funds to meet departmental needs, and makes recommendations for the reallocation of funds, as needed;

Develops service contracts with vendors and with other County departments for review and approval of the Law Department and the Board of Acquisition and Contract; monitors contracts to ensure compliance with terms and agreements, coordinates modifications to meet changing needs, and monitors costs;

Presents planning reports and recommendations to the County Executive, the Board of Legislators, the County Planning Board and other County departments as required;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Directs liaison activities between municipalities and the County to obtain input for program development and implementation;

Participates in meetings with County and municipal officials to review issues relating to general or specific planning issues;

Participates in meetings of the County Planning Board to present new initiatives, or to update the progress of previously adopted initiatives;

Represents the County Planning Department and Planning Board on panels, task forces, committees, and conferences, as well as in meetings with federal and state agencies;

Keeps abreast of developments within the field of planning, housing and community development through participation in the activities of professional associations, conferences, etc.;

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

Attends meetings, seminars and conferences for and on behalf of the Commissioner or Deputy Commissioner.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, purposes and techniques used in the field of county, municipal and regional planning; thorough knowledge of zoning, development and subdivision practices, principles and regulations; thorough knowledge of the principles and practices of administering federally funded and state mandated planning programs; thorough knowledge of federal and state housing and community development programs; thorough knowledge of organizational and administrative processes and techniques; thorough knowledge of modern methods of fiscal planning and management, budget preparation, expenditure control and contract management; ability to participate in the development and administration of initiatives and policies for inclusion to the comprehensive County master plan; ability to coordinate, supervise and plan the work of subordinate professional and technical personnel; establish and maintain effective working relationships with public officials and citizen groups; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak and understand English sufficiently to perform the essential functions of the position; ability to resourcefulness; sound judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Bachelor's Degree\* in Urban or Regional Planning, Landscape Architecture or a related area of physical planning and eight years of experience in the field of planning, three years of which must have been in a supervisory capacity; or (b) satisfactory completion of a two year Master's Degree\* in one of the fields described in (a), and six years of experience as defined in (a), including three years of experience which must have been in a supervisory capacity; or (c) a satisfactory combination of training and experience as defined by the limits of (a) and (b).

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.