

CHIEF PLANNER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class manages major programs within the Department of Planning; requiring considerable independent judgment in the formulation and development of program policies and procedures and in the implementation of departmental goals and objectives. Responsibilities include supervising and participating in physical and statistical research studies related to the comprehensive plans for the County and its facilities; reviewing local municipal plans and zoning changes, and reviewing regional and municipal planning issues and problems. This class differs from the Principal Planner in that administrative and direct supervision is exercised over a number of programs within the Capital and Facilities Planning program of the department such as Land Use and Local Physical Planning, Census Data, and Historic Preservation. This position is also responsible for overseeing and managing multiple projects and ensuring that consultants and contracted employees are performing work in accordance with negotiated agreements. Supervision is exercised over professional planning staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in the formulation of policies and procedures for conducting and implementing planning activities;

Directs and prepares master and facility plans for County facilities and properties;

Supervises and participates in the continuing analysis and revision of the comprehensive and master zoning and subdivision plans for municipalities within Westchester County;

Directs and participates in projects and studies pertaining to the comprehensive and master plans of the County and local municipalities on issues such as potential land use, demographics, economic characteristics and development, traffic and transportation, housing, etc.;

Supervises staff in performing assigned field and office projects by reviewing and evaluating project assignments and providing recommendations or technical assistance;

Organizes, supervises and participates in special planning studies for the County and local municipalities by providing appropriate reports and related materials as requested or assigned;

Directs and/or participates in coordinating County and local planning programs through the analysis and research of existing conditions and in conference with public officials and citizen groups;

Advises municipal officials on both specific and general planning problems;

Conducts specific planning studies with respect to various community facilities, such as sewage, public utilities, schools, recreation areas and sites, traffic, land development, zoning, shopping centers, etc.;

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

Holds staff meetings of an in-service training nature relating to projects or studies conducted by the department;

Prepares complex reports and related materials of a technical nature pertaining to surveys, studies and projects;

Assists in the preparation of the annual departmental budget;

Assists in interviewing prospective employees;

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

Attends meetings of the Westchester County Planning Commission;

May perform other incidental tasks, as required.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the general principles and techniques used in the fields of County, 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 through both oral and written presentations; ability to plan and supervise others and delegate responsibilities; ability to prepare sketches and maps; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to use Geographic Information Systems (GIS) and related computer applications; initiative; imagination; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Bachelor's Degree* and seven years experience where the primary function was physical planning, four years of which must have been in a supervisory capacity; or (b) Bachelor's Degree* in Urban Planning, Landscape Architecture, Civil Engineering, or Public Administration and six years of experience as defined in (a), four years of which must have been in a supervisory capacity; or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

SUBSTITUTIONS: A five-year Bachelor's Degree* in Landscape Architecture or Architecture may be substituted for one year of the experience. A Master's Degree* in Historic Preservation, Urban Planning, Landscape Architecture, Architecture, Civil Engineering, Public Administration or a related area of Planning may also be substituted at the rate of 30 credits* per year of experience for up to two years. Candidates must possess the supervisory experience.

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