

COMMISSIONER OF PLANNING

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the County Executive and in consultation with the County Planning Board, this position is responsible for the direction and administration of all planning programs and policies for Westchester County, and for consulting with and advising municipal officials on pertinent matters. Responsibilities involve managing the major divisions of the department in the performance of professional planning activities, as well as ensuring that federal and state grant funding is acquired and distributed in compliance with all mandates and regulations. Additionally, the Commissioner provides all necessary referral and back-up documentation to the County Planning Board in their work towards promoting the orderly physical growth of the County in private and public activities, in a manner that will maintain and improve the quality of life in Westchester. Supervision is exercised over a number of managerial, administrative and technical planning and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Formulates and recommends development policies through field examinations, map studies and the evaluation of economic, population, housing, open space and other social and environmental trends and conditions;

Directs a sound environmental planning program, particularly with concern to storm water management, water supply, quality, and distribution;

Advises the County Executive, the Board of Legislators, the Capital Projects Committee, and other County department officials, boards and agencies on matters relating to the physical planning and development of the County;

Advises the County Executive and the Board of Legislators on recommendations for housing policies and appropriate use of County bond funds;

Administers the department's housing and community developing program;

Develops methods of integrating the goals and objectives of inter-municipal planning agencies with those of the department, and the County as a whole;

Participates in inter-county, regional and statewide planning activities through meetings, consultations, and membership in professional associations and organizations and in the promulgation of planning materials;

Prepares for and participates in meetings of the County Planning Board and advises the board in the exercise of its functions;

Maintains a mutually advisory relationship with the County Planning Board and directs subordinate departmental staff to perform studies requested by the Board;

Consults with and provides technical services to the Westchester Municipal Planning Federation and to local officials concerned with general or specific planning problems;

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

Assigns research and physical, housing and socio-economic planning studies to staff, and coordinates efforts to ensure the timeliness of planning projects;

Conducts staff conferences to provide general direction, and to discuss specific projects, problems and priorities;

Reviews and approves staff work to ensure that professional planning standards are maintained;

Writes informational and instructional materials on various planning subjects, and may make presentations to public and private groups interested in planning;

Conducts informational and public relations activities to keep the public informed of departmental matters;

Develops, administers, coordinates and assures the effective and efficient execution of State and Federal programs and grants assigned to and/or available to the Department of Planning;

Directs the maintenance of a research and reference library of planning materials and studies as a resource to departmental and county staff, and to local planning officials;

Develops and coordinates the implementation of staff training programs for the improvement and advancement of department staff;

Prepares departmental budget and performs other duties relative to the administration of the department;

Provides technical assistance to the Planning Board, municipalities, County departments and the residents of Westchester in environmental planning for open space, flood prevention/control, drainage, erosion control, air quality and conservation planning;

Uses computer applications or other automated systems such as Geographic Information Systems (GIS), spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the principles, purposes, and techniques used in the field of County, Municipal, and Regional Planning; thorough knowledge of zoning and subdivision practices, principles, and regulations; thorough knowledge of capital budgeting and programming practices and principles; thorough knowledge of the structure and functions of county and municipal governments in New York; ability to program effectively the

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd.)

development of a comprehensive master plan, and to coordinate the work of a technical staff in the accomplishment of such work; ability to supervise and manage a large staff (over 50 employees); ability to meet, speak, and deal effectively with public officials and citizen groups; ability to effectively use computer applications such as GIS mapping software, spreadsheets, word processing, calendar, e-mail and database software; ability to prepare effective written materials; initiative; imagination; good judgment; reliability; physical condition commensurate with the demands of the position.

DESIRED TRAINING AND EXPERIENCE: Either: (a) Bachelor's or Master's degree in Planning, Urban Studies, Environmental Studies, Public Administration, and ten years of experience where the primary function of the position was in the field of state, county, municipal, or other governmental, physical, urban, economic or social planning activities in a government or non-governmental agency, five years of which shall have been as the administrative head or deputy of a planning agency, or (b) Master's Degree* in municipal planning from a graduate program accredited by the American Planning Association and eight years of experience as listed in (a) including the five years of specialized experience; or (c) an equivalent 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 accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.