

DEPUTY COMMISSIONER OF PLANNING

DISTINGUISHING FEATURES OF THE CLASS: Under direction of the Commissioner of Planning, assists in the direction and administration of all planning programs and policies for Westchester County. Incumbents consult with and provide technical advice to city, town, and village officials on pertinent matters. Incumbents may act for the Commissioner in his/her absence. This position is also responsible for representing the County Planning Department on panels, boards, and conferences in which the department has interest. Supervision is exercised over a number of technical planning and clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

Acts for or in behalf of the Commissioner in his/her absence;

Assists Commissioner in formulating recommendations on the various elements involving major development of policies for the County through field examinations, map studies, evaluation of economic, population, and other social and environmental trends and conditions;

Assists in the presentation of planning opinions to the County Executive, the Board of Legislators, the Capital Projects Committee, and other County departments as required;

Participates in regular or ad hoc discussions with officials or their units of government or of committees created for reviewing particular problems, especially those relating to sites, facilities, capital projects, infrastructure and design;

Holds conferences with, and provides technical services to, local officials concerned with either general or specific planning problems;

Participates in meetings of the County Planning Board;

Directs the administration of the research and physical planning studies of the Department;

May direct the administration of the County's Five Year Capital Program, from project conception to budget submission; administers the continuing review by the department of the implementation of the various projects in the capital budget, and supervises the preparation of the staff recommendations to the County Planning Board on the physical planning aspects of the capital project submissions of the departments and agencies;

May serve as the Secretary to the County Capital Projects Committee with responsibility for organizing and coordinating a variety of activities including setting of agendas, preparing meeting minutes, determining activity timeframes, preparing written reports, procedures, reporting forms and evaluation criteria, organizing workshops, and participating in the Committee's deliberations and discussions. Duties often require coordination or collaboration with the County Executive's Office and the Budget Department;

EXAMPLES OF WORK: (continued)

May direct the analysis of data and preparation of land use and physical planning studies involving the acquisition, disposition, or sale of County owned real estate;

May direct the assistance of the Planning Department staff to County departments in the development of plans for their facilities, and the preparation or review of site plans and contact drawings for site improvements at County facilities;

Meets with interested public groups to discuss the activities of the department and planning in general;

Assists in preparing departmental budget, including the establishment of budget requirements, development of annual budget requests, and securing funds for a variety of planning studies and specific site development and landscape architectural design projects;

May act as Executive Secretary (ex officio) of the Westchester Municipal Planning Federation.

REQUIRED KNOWLEDGE, 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 county capital budgeting and programming; thorough knowledge of the principles and practices of environmental planning and the administration of the State Environmental Quality Review Act (SEQRA); ability to program effectively the development of a comprehensive county plan and to coordinate the work of a technical staff in the accomplishment of such work; ability to meet, speak, and deal effectively with public officials and citizen groups; ability to prepare effective written materials; initiative; imagination; good judgment; reliability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* and either: (a) Master's Degree* in Urban or Regional Planning, Architecture, Public Administration, or Community Development and five years of experience in the planning field, including the three years in a supervisory capacity; (b) seven years of experience in the field of planning, three years of which shall have been in a supervisory capacity; 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 recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary degree-granting institution.

West. Co.
J.C.: Exempt†
DRC

Job Class Code: E0052
Job Group: XVII