

DIRECTOR OF OPERATIONS (URBAN DESIGN)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Planning, an incumbent of this position located in the Department of Planning, directs and supervises the urban design program for Westchester County and the municipalities under its jurisdiction. Responsibilities involve managing capital improvement and related physical planning projects by directing, supervising and coordinating activities in this section to ensure that projects are successfully completed, as well as managing these projects as they progress through all the major sections of the department, including the Land Use and Development, Environmental Planning, and Housing sections. This position also significantly participates at the executive level in forming and developing strategies and short and long term planning efforts with regard to the County's urban design policies, and is given the authority to oversee other section heads within the department to monitor projects. Considerable latitude is given for the exercise of independent judgment with regard to project feasibility; budgeting, project timelines; conformance with county and state regulations and best management practices for capital and non-recurring construction operations and environmental protection interests. Substantive contact is maintained with municipal officials, consultants, sub-contracting agencies, and both professional and technical design staff within Planning and other departments such as Parks, Recreation and Conservation and the Department of Public Works. Supervision is exercised over a number of professional and technical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs the department's Urban Design section by managing and coordinating multiple, complex, and often prominent urban design and landscape architecture projects, including determining project feasibility, developing budgets, and establishing project timelines;

Ensures that urban design projects are consistent with the County's overall goals and objectives with respect to urban design and landscape architecture; participates significantly in executive level meetings to form and develop strategies with regard to the construction and/or renovation of County owned property;

Consults and works with County departments and municipalities in the design and development of urban design projects from early concept design through the construction management phase, including making management level decisions with regard to the performance of related tasks to see projects through to their completion;

Assigns work (e.g. design work, reports, field investigations, client interviews, etc.) to provide landscape architecture/construction services for approved projects; evaluates the work of subordinate staff;

Evaluates projects to determine whether they are best performed by staff or by retained consultants;

Manages the work of consulting agencies to ensure that project plans and designs are properly implemented; authorizes payment to subcontractors throughout the various phases of projects;

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

Ensures that construction and renovation projects are on schedule and that fiscal controls are in place; monitors project budgets to ensure adherence to established controls;

Performs comprehensive reviews of all bid documents for public improvement projects, including both county capital and local municipality;

Works with municipal officials and local utilities to ensure the coordination of permits;

Uses computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

Performs other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of the landscape architecture profession as it applies to administering design and construction projects; thorough knowledge of the principles and practices of urban planning; thorough knowledge of administrative reporting and control procedures associated with budget, financial recordkeeping and personnel; ability to plan, lay out and effectively direct the work of a large subordinate staff; good knowledge of departmental objectives, policies operations and organization; ability to delegate responsibility and to exercise control through program and policy planning, the review of exceptional or emergency problems, and the review of regular reports from operating units; ability to gather, compile and evaluate data and information; ability to identify critical program areas and formulate and implement realistic solutions; ability to establish and maintain substantive contacts with professionals and technical specialists; ability to prepare and present effective reports either orally or in writing; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; initiative in developing and implementing plans for the future needs of institutional facilities, their servicing and maintenance; tact in dealing with contractors, suppliers, the general public, staff and other divisional and departmental personnel; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a license and current registration as a Landscape Architect in the State of New York and either: (a) a Bachelor's Degree* in Urban or Regional Planning, Landscape Architecture, Architecture, Civil Engineering or a closely related field, and seven years of experience where the primary function of the position was the management of urban design projects, three years of which must have involved determining project feasibility; developing budget parameters, and coordinating projects through multiple phases to their completion; or (b) a Bachelor's Degree* and eight years of experience as described in (a), including the three years of specialized experience.

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

*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.