

DIRECTOR OF PROGRAM DEVELOPMENT II (RESEARCH AND PLANNING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, and reporting to the Deputy Commissioner of Planning, an incumbent of this position directs the department's comprehensive research and planning efforts by coordinating these activities with all unit heads and their professional Planning staff in the Land Use and Development, Urban Design, Environmental Planning, and Housing sections to ensure that information is accurate, compiled in an efficient manner, and coordinated between sections. Work involves significantly participating at the executive level in long-range planning efforts and initiatives; assisting in formulating strategies with regard to building and construction and all future commercial and residential space on County owned property, and maintaining and developing the Master Plan for the Department, which serves as a guideline for all municipal development projects, and subsequent federal funding. The incumbent is also responsible for maintaining and enhancing the information made available on the department's website which is an integral part of departmental operations, as the website provides information and links that assist a large portion of those entities involved with the department, including consulting agencies, planning officials for the County's 45 municipalities, non-profit agencies, etc. Responsibilities in this regard will involve monitoring site activities to monitor effectiveness and for statistical purposes, enhancing existing links to reduce inquiries directed to the department and routing them to more appropriate links and sources, and ensuring that the community relations portion provided by the website meet the overall goals and objectives of the department. Supervision may be exercised over a number of professional and technical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs extensive research on the County's patterns in relation to established corridors and in regard to existing and proposed development to ensure that current conditions and growth are consistent with the County's Master Plan; makes revisions in consultation with executive level management of the department in order to update Master Plan;

Consults with the Land Use and Development, Urban Design, Environmental Planning, and Housing sections to gather substantive, pertinent information relating to existing conditions, proposed projects, and performs analyses of information for inclusion to the Master Plan;

Performs detailed, complex data research on 2000 census information to identify trends through the evaluation of both current and historical data which illustrates such issues as growth in population, development of new buildings and commercial development, etc. to use as a tool in evaluating the County's current Master Plan;

Evaluates census data to perform detailed analyses of trends, patterns and problem issues and in consultation with departmental section heads, recommends adjustments to established patterns, and short and long-range plans for building and development;

Analyzes information provided by the Department's section heads to ensure the effective coordination of efforts between units;

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

Keeps abreast of economic developments within the County and region, and performs analyses to provide guidance to future departmental policy and program adjustments;

Monitors the department's website to ensure that provided information, which is vital to departmental operations and relates to all services provided by the department, is accurate and up to date;

Supervises and participates in the development new website links to direct user questions to the appropriate agencies and reduce the number of inquiries improperly directed toward the department;

Supervises the development of the department's newsletter, which serves as a fundamental method in departmental outreach efforts, in order to establish regular communication with municipal Planning Boards, Zoning Boards and Conservation Advisory Councils within the County's jurisdictions; reviews the layout of the final product for graphic review and development;

Ensures that newsletter information provides relevant information and addresses current issues; delegates assignments for articles to be written, reviews submissions and approves newsletter content;

Consults with the County Executive's Communication Department to coordinate and supervise the ongoing development of press releases and media events to highlight and promote the various programs, initiatives and events of the Planning Department;

Represents the department at conferences and seminars relating to planning research;

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

May perform other incidental tasks, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the general principles and techniques of social and economic research as applicable to County, municipal and regional planning; comprehensive knowledge of statistical research methods and the application of same to planning activities; good knowledge of research methodologies; ability to conceive, organize and conduct statistical research studies from both available reference materials and field surveys; ability to interpret statistical data on physical, economic, and social phenomena in ways relevant to County, municipal, and regional planning; ability to express oneself effectively, both orally and in writing; ability to prepare and interpret statistical data in graphic form; ability to reason logically; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; resourcefulness; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and seven years of experience (pre- or post-Bachelor's Degree) where the primary function of the position was the performance of socio-economic research**, two years of which must have been statistical research.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Master's Degree* in Urban or Regional Planning, Economics, Public Administration or a related area of Planning or Research may be substituted on a year for year basis for up to two years.

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 and accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

**DEFINITION: In this case, socio-economic research includes research in the fields of land use, demographics, median income data, and site selection.

