

PROGRAM SPECIALIST (PLANNING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position located in the Department of Planning, reports to the Deputy Commissioner of Planning. Responsibilities involve performing a variety of special planning studies and research projects, and other duties relating to the Department's public information function and Planning Board administration. Work also involves working closely with section heads in the Housing, Urban Design, Land Use and Environmental units in the department to coordinate the compilation and analysis of statistical, narrative and graphic data for presentation to County departments, the Planning Board and municipal officials. While supervision is not a responsibility of this position, guidance and leadership is exercised over administrative and clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs special studies as assigned by the Commissioner and Deputy Commissioners of Planning on issues ranging from census data, affordable housing, public information etc; prepares reports detailing information in a narrative, statistical and graphic formats;

Works closely with department section heads to gather source information for the preparation and analysis of research studies;

Works in consultation with the department's GIS section to prepares reports and graphic materials for presentation to the department's executive staff as well as other County departments, the Planning Board, and municipal officials;

Serves as the department's public information officer by responding to Freedom of Information requests; writing press releases, setting up events such as ribbon-cutting ceremonies; and performing all of the administrative functions associated with same to include direction of administrative and clerical support staff as needed;

Administers the Planning Board function by setting agendas for meetings, following up on resolutions to ensure that procedures are properly followed, and by directing clerical staff in gathering information needed for schedules meetings;

Edits and updates the department's website to ensure content is in keeping with departmental goals and objectives and to ensure that the proper format is followed; works with officials in both Information Technology and the County Executive as needed;

Edits and updates the department's quarterly newsletter by working with the Commissioner and Deputy Commissioner on issues relating to content;

Compiles and synthesizes appropriate material from the section heads of the Housing, Urban Design, Land Use and Environmental units for inclusion into the department's newsletter; ensures effective distribution to all the County's municipalities;

Identifies and recommends problem areas for special study consideration;

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

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

Attends executive level staff meetings and other conferences and seminars as assigned;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the general structure and functions of government; good knowledge of the principles, practices and methods of research; ability to gather and collect statistical research and draw logical conclusions; ability to analyze, synthesize and summarize data from various sources and present findings logically; ability to compile, organize, and present ideas and information effectively; ability to design statistical tables, produce graphs and charts, ability to plan the work of subordinate staff; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; ability to prioritize projects and meet deadlines; ability to use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak and communicate in English sufficiently to perform the essential functions of the position; resourcefulness; tact; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* and three years of professional experience which involved organizational planning, market or economic research or development, or public relations; or (b) a Bachelor's Degree* in Business Administration, Public Administration or Planning and two years of experience as defined in (a).

SUBSTITUTIONS: Satisfactory completion of a Master's Degree* in Business Administration, Public Administration or Planning may be substituted for one year of the required experience. One year of experience as a Public Administration Intern for Westchester County may also be substituted for one year of experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level 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.

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Job Class Code: C3209
Job Group: X