

COMMISSIONER OF COMMUNITY DEVELOPMENT AND CONSERVATION
(Town of Greenburgh)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Town Supervisor and the Town Board, the incumbent directs operations, and plans and implements administrative procedures for the Town's zoning, planning, conservation, community and economic development and urban renewal functions. The Commissioner develops policy, plans long term programs for the department, and is vested by Town Law with the authority to appoint and remove department employees. Supervision is exercised over subordinate personnel including professional, technical and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops policies, procedures, and programs for the effective administration and operation of the department and evaluates their effectiveness on a continual basis;

Coordinates programs and policies to retain, restore and expand the commercial and industrial tax base of the community;

Confers with and advises Town Board and department heads on departmental activities and matters related to the conservation and development of the Town;

Directs the preparation of budgets and presents budget to the Town Board;

Meets with representatives of federal, regional, state and local agencies, as well as private, community and human service organizations for the purpose of coordinating programs and discussing departmental matters;

Develops immediate and long range goals for the various components of the department, including the preparation and review of the Town comprehensive plan and related five year updates;

Prepares, reviews and recommends Town Code revisions to the Town Board;

Directs the solicitation, coordination and implementation of grants securing monies for programs or operations;

Prepares a variety of planning statistics, data, designs, records and reports, as well as department memoranda and correspondence;

Reviews reports, budget estimates and proposed ordinances and regulations;

Reviews plans and environmental studies in connection with development applications;

Supervises and maintains department records and reports in accordance with town policies;

Recruits, selects and trains personnel;

EXAMPLES OF WORK: (Illustrative Only) (Continued):

Attends conferences and workshops in connection with duties to keep abreast of new developments and methodology in the field;

May consult with private developers and individuals with respect to land use and property development;

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

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of Federal, State and local regulations and policies as they apply to land use planning and economic development; thorough knowledge of economic, environmental and planning factors related to community development; thorough knowledge of zoning and subdivision practices; thorough knowledge of current methods for collecting, analyzing and interpreting statistical data; thorough knowledge of general principles, terminology and practices used in municipal, regional or community planning; thorough knowledge of local procedures related to the real estate field and property appraisal practices; good knowledge of modern public administration principles and practices; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with town officials, business and civic leaders and the public; ability to communicate with others both orally and in writing; ability to present ideas effectively, both orally and 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, e-mail and database software; initiative; resourcefulness; imagination; tact; good judgment; physical condition commensurate with the duties of the position.

DESIRABLE ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* in City, Urban or Regional Planning, Public Administration, Geography, or a closely related field and five (5) years of experience where the primary function of the position was in planning or the administration of community and economic development programs, which must have included one (1) year of experience in a supervisory capacity.

SUGGESTED SUBSTITUTION: Satisfactory completion of 30 credits towards a Master's Degree* in City, Urban or Regional Planning, Public Administration, Geography, or a closely related field may be substituted on a year for year basis for up to two (2) years of the work experience described above. There is no substitution for the one (1) year of supervisory 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.