

## **DEPUTY DIRECTOR OF PLANNING**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional administrative position involving assisting with undertaking, supervising and coordinating a broad range of planning and planning related functions. This position supports the department within County Government which provides advice and acts as a resource to the County Legislature, Towns, Villages, the City of Batavia, as well as consultant services to the County Planning Board. The Deputy Director works under the supervision of the Director, when present, but will be charged with the implementation of the Director's policies and directions, and the smooth functioning of the Department, during the Director's absence. The incumbent reports directly to the Director of Planning and exercises supervision over departmental staff. Does related work, as required.

### **TYPICAL WORK ACTIVITIES:**

Confers with appropriate officials of the City of Batavia, Towns or Villages within the County with respect to any matter affecting the orderly planning and development of the municipality;  
Provides guidance and assistance to various boards and agencies;  
Conducts a variety of research related to a broad variety of planning functions;  
Researches and recommends policy related to but not limited to facilities and services in reference to growth and development;  
Makes work assignments, supervises staff;  
Assists the Director of Planning with various management tasks such as staff evaluations, preparation of the department operating budget and Six Year Capital Program, etc.;  
Coordination of the Department's GIS (Geographic Information System) resources and technology.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL**

**CHARACTERISTICS:** Comprehensive knowledge of the principles and practices of planning, and its related research and analysis; computer literate including experience using Geographic Information System (GIS) technology; good knowledge of grant management and writing; ability to utilize staff and department resources in an efficient, effective manner; ability to incorporate multiple processes and to set priorities; ability to solve problems and gain consensus; ability to weigh consequences, to reason and to make judgments; ability to present ideas and information clearly, verbally and in writing; ability to exercise a professional level of authority, responsibility and resourcefulness; initiative and communicative; open personality.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND:**

- A. Graduation from a regionally accredited or NYS registered college or university with a Master's degree in City, Regional or Environmental Planning, GIS, Environmental Science, Urban Studies, Public Administration, or Geography related field, **AND** one (1) year of full-time, paid experience in municipal, county, regional, environmental planning or GIS. This employee must have a working knowledge of GIS Technology including ability to use ESRI products such as ArcGIS.
  
- B. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree in City, Regional or Environmental Planning, GIS, Environmental Science, Urban Studies, Public Administration, or Geography related field, **AND** three (3) years of full-time, paid experience in municipal, county, regional, environmental planning or GIS. This employee must have a working knowledge of GIS Technology including ability to use ESRI products such as ArcGIS.

## **SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED**

**EMPLOYMENT:** Possession of an appropriate valid New York State Driver's License.

Competitive Class

Adopted 6/27/08

Revised 11/25/19

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.