

## **GENESEE COUNTY**

### **DIRECTOR OF PLANNING**

**DISTINGUISHING FEATURES OF THE CLASS:** This management position is responsible for undertaking, supervising and coordinating a broad range of planning and planning related functions. The incumbent in this position is a key management supervisor of a highly visible support 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 incumbent reports directly to the County Manager, 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 studies related to a broad variety of planning functions;

Formulates and recommends policy related to but not limited to facilities and services in reference to growth and development;

Performs administrative and financial duties for department and GLOW Solid Waste Committee;

Makes work assignments, supervises and evaluates staff.

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; good knowledge of grantmanship; 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.

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.

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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:

Graduation from a regionally accredited or NYS registered college or university with a Master's degree in City, Regional or Environmental Planning, Urban Studies, Public Administration, or related field, AND five (5) years of full-time, paid experience in municipal, county, regional or environmental planning, two (2) years of which were in a responsible supervisory capacity.(i.e. Assignment and review of staff duties and responsibilities; designation of staffing levels, approval of leave, and formal evaluation of subordinates).

Non-Competitive

Adopted 6/13/84

Revised 9/80/96

12/2/99

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