

Jurisdictional Class: Competitive  
EEO Category: Professional  
Revised: 04/27/2021

## **CHIEF PLANNER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position assists the Commissioner of Planning in overseeing and implementing work elements carried out by department staff under local, State and Federal programs. An employee in this class is responsible for overseeing a major portion of the work of the planning agency, involving various simultaneous municipal, regional and/or community planning projects. Major projects are assigned by the Commissioner for administrative direction by the incumbent, who reports progress and eventual completion. Supervision is exercised over the work of a group of Principal Planners, and their subordinates, who are involved with various phases of assigned planning projects. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Oversees preparation and implementation of all work elements carried out by Department staff under local, State and Federal programs;

Exercises policy direction and management over all programs and projects involving interdisciplinary staff;

Oversees the formulation of program goals and objectives, including the development of new program initiatives and implementation strategies;

Provides policy guidance and coordination of program staff supervisors on all work program elements;

Assists the Commissioner of Planning in office administration and the management of all program personnel, including professional, paraprofessional and clerical staff, budget preparation and management, and the establishment of department policies and procedures;

In the absence of the Commissioner of Planning, is responsible for the administration of the Department;

Represents the Commissioner of Planning before local, County and State legislative bodies, executive departments, agencies and policy boards on matters of County, regional, State and Federal program issues and policies;

Performs other regional and local investigations, as assigned by the Commissioner of Planning.

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

**CHARACTERISTICS:** Comprehensive knowledge of principles, practices, techniques and terminology employed in municipal, regional and community planning; thorough knowledge of local government agencies within the County engaged in planning and development; thorough knowledge of the methods and techniques used in public relations and promotion activities related to municipal planning; thorough knowledge of current methods of collecting, analyzing and interpreting planning information; ability to prepare project budgets; ability to supervise subordinate professional personnel in various complex planning project phases; ability to formulate and direct complex multi-disciplinary studies related to land use development, environmental and other planning matters, including zoning and subdivision regulations; ability to express ideas clearly and concisely, both orally and in writing; ability to establish and maintain an effective working relationship between government agencies and private businesses and industry; good professional judgment.

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**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree or higher in city, regional or urban planning from a regionally accredited or New York State registered college or university **AND** six (6) years of **professional planning experience\***, three (3) years of which shall have been in a supervisory capacity;
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree or higher in planning, architecture, landscape architecture, environmental science, engineering, sociology, public administration, geography, natural resources, criminal justice, statistics or a closely related field **AND** seven (7) years of **professional planning experience\***, three (3) years of which shall have been in a supervisory capacity; **OR**
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in city, regional or urban planning **AND** seven (7) years of **professional planning experience\***, three (3) years of which shall have been in a supervisory capacity; **OR**
- (D) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in planning, architecture, landscape architecture, environmental science, engineering, sociology, public administration, geography, natural resources, criminal justice, statistics or a closely related field **AND** eight (8) years of **professional planning experience\***, three (3) years of which shall have been in a supervisory capacity.

**\*Professional planning experience** - Teaching the subjects of land use planning, urban planning, economic development, environmental design, planning workshops, planning studios, community planning studios, transportation planning, sociology, civil engineering, human services, and similar courses in a collegiate setting is also considered qualifying experience.

**NOTE:** Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 09/01/1974

Revised: 12/01/1995; 01/10/2007; 04/21/2021; 04/27/2021