

Jurisdictional Class: Exempt
EEO Category: Officials/Administrators
Revised: 01/25/2024

DEPUTY COMMISSIONER OF PLANNING

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting and acting as the representative of the Commissioner of Planning in overseeing and implementing the County and comprehensive regional planning work elements, carried out by both the Planning Department and HOCCPP staff under local, State and Federal programs. An employee in this class is responsible for overseeing day-to-day operations of the Planning Department and HOCCPP involving various inter-municipal, county, and regional planning projects and is allowed wide leeway in developing planning methodologies and for making independent judgement concerning these duties. The incumbent also provides administrative direction for major program areas as assigned by the Commissioner. Work is performed under the administrative direction of the Commissioner of Planning. Supervision is exercised over all subordinate staff. The Deputy Commissioner may act for, and in place of, the Commissioner in his/her absence or at times when the Commissioner may be present but is unable due to other assignments. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Advises the Commissioner of development, formation, and implementation of department policies and procedures;
- Acts on behalf of the Commissioner, when appropriate in carrying out policies and procedures;
- Exercises policy direction and management over major program areas and projects involving interdisciplinary staff;
- Assists the Commissioner in office administration, and acts on behalf of the Commissioner, in his/her absence or when otherwise unavailable, and assists the Chief Planners in management of program personnel, including professional, paraprofessional and clerical staff, budget preparation and management, and the establishment of department policies and procedures;
- Assists the Commissioner in the preparation and monitoring of Departmental and HOCCPP budgets, including keeping continuous track of overall finances of the various grant programs and departmental budgets. This entails ensuring that appropriate staff are assigned to the various grants, time is billed accurately, and quarterly billings are accomplished in a timely manner;
- Develops planning procedures and methodologies for the Department, and meets with Chief Planners and other supervisory staff to guide planning details of various program areas and specifics, as assigned by the Commissioner;
- Is responsible for coordinating the work of the Chief Planners and other supervisory staff, in planning program goals and objectives, including the development of major program initiatives and implementation of strategies;
- Provides policy guidance, interpretation, and coordination between various work program elements of the Planning Department and the regional planning programs;
- Oversees preparation of State and Federal grant applications, and meets with State and Federal agency representatives to present grant proposals;
- Is responsible for administration and operation of the Department and HOCCPP in the absence of the Commissioner of Planning;

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TYPICAL WORK ACTIVITIES (cont'd):

Represents the Commissioner of Planning before local, county, and State legislative bodies and executive departments on matters of regional, County, State and Federal program issues and policies;
Prepares a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of principles, practices, techniques, and terminology employed in municipal, County, and regional planning; thorough knowledge of the methods and techniques used in public relations and promotion activities related to municipal planning; thorough knowledge of management, administration, and organizational procedures; ability to prepare budgets and monitor overall finances of Department and regional programs: thorough knowledge of current methods of collecting, analyzing, and interpreting planning information; ability to supervise professional personnel support staff in various complex planning projects; ability to formulate, direct, and integrate complex multi-disciplinary studies related to land use development, environmental and other municipal county and regional planning matters, with only broad policy direction from the commissioner; ability to express ideas clearly and concisely, both orally and in writing; ability to establish and maintain an effective working relationship between government agencies, private business, and industry, and advisory groups; good professional judgment.

SUGGESTED QUALIFICATIONS:

- (A) Possession of Master's Degree or higher in city, regional or urban planning from a regionally accredited or NYS registered college or university **AND** eight (8) years of experience in regional, county or municipal planning; six (6) years of which shall have been in a responsible supervisory capacity; **OR**
- (B) Possession of Master's Degree or higher in geography, architecture, landscape architecture, civil or environmental engineering, environmental planning or a closely related field from a regionally accredited or NYS registered college or university **AND** nine (9) years of experience in regional, county or municipal planning; six (6) years of which shall have been in a responsible supervisory capacity; **OR**
- (C) Possession of Bachelor's Degree or higher in city, regional or urban planning **AND** nine (9) years of experience in regional, county or municipal planning; six (6) years of which shall have been in a responsible supervisory capacity; **OR**
- (D) Possession of Bachelor's Degree or higher in geography, architecture, landscape architecture, civil or environmental engineering, environmental planning or a closely related field **AND** ten (10) years of experience in regional, county or municipal planning; six (6) years of which shall have been in a responsible supervisory capacity.

NOTE: Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

Adopted: 12/16/1998
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