



Planning & Community Development Director

Job Specification
Classification: PJC
Series: Planning
Level: 3 of 3

DISTINGUISHING FEATURES OF THE CLASS: This is the senior level of the Planner series. Under the general direction of the City Manager, the incumbent plans, organizes, directs and integrates the City's planning program and services. Responsibilities include direct involvement with and oversight of subordinate staff working on the planning programs assigned to the office, which include, but are not limited to: Community Development Block Grant and other grant administration; housing programs; downtown revitalization; riverfront redevelopment; parks development; brownfield remediation; Municipal Separate Storm Sewer System (MS4); Complete Streets; tree planting; zoning administration; formulating and updating the comprehensive land use plans and their regulations; analyzing, designing and developing processes and programs to effectively manage the growth of the community; planning, coordinating and directing redevelopment projects, transportation and mobility initiatives; developing a strategic plan and economic development goals in partnership with local and County development organizations, community groups and City Council; and responding to questions and concerns from community groups, City Council, City staff, and the public. The incumbent prepares and administers the Department's budget.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Develops, implements, and evaluates departmental policies, procedures, strategies and goals; maintains, updates, and ensures procedural compliance with applicable legislation, policies and programs.
- Supervises staff, prioritizes work assignments, ensures appropriate training, ensures that employees are made aware of and follow policies and procedures, and maintains a healthy and safe working environment, and recommends personnel actions to City Manager.
- Directs and participates in the preparation of departmental budgets, financial reports, and operational and/or capital improvement budgets; monitors revenues and expenditures.
- Facilitates, leads, - presents and participates in meetings, proceedings, and committees; represents the department at meetings and conferences; serves as a liaison between departments, external organizations, the general public, and other agencies for planning and economic development activities
- Oversees the administration, writing, and monitoring of grant applications and monies; ensures regulations are being followed in specific projects and prepares information for upcoming projects as needed for grant submissions.
- Provides advice and advanced administrative support in planning and community development to government agencies and other City departments; responds to inquiries and concerns from the general public and/or community groups.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Leadership and Management principles;
- Theory, principles, practices and techniques of community development planning, economic development and related community development services;
- Planning and zoning principles and practices;

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Knowledge of:

- Relevant specializations such as transportation, land use, affordable housing, economic development, MS4 and Complete Streets;
- Budgetary principles;
- Applicable federal, state, and local laws, ordinances, codes, rules, and regulations;
- Rural housing and community and economic development assistance programs;
- Program development and administration principles and practices;
- Project management principles;
- Grant writing and administration practices and principles;
- Computer software, Internet and GIS technology;
- Public relations principles.

Ability to:

- Lead, manage and evaluate planning staff;
- Plan, direct and integrate broad, comprehensive planning and community development programs and services;
- Analyze complex planning and community development issues and problems, evaluate alternative solutions and develop sound conclusions, recommendations and courses of action;
- Present proposals and recommendations clearly and logically in public meetings;
- Understand, interpret, explain and apply local, state and federal laws and regulations governing land use planning and community development;
- Evaluate management practices and adopt effective courses of action;
- Develop clear, concise and comprehensive technical reports, correspondence and other written materials;
- Establish and maintain effective working relationships with the City Council, Planning Board, other committees and boards, officials, staff, private and community organizations, developers and others encountered in the course of the work;
- Prioritize and assign work;
- Prepare and administer annual budget and seek, apply for and administer grant opportunities;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree or 5 year Bachelor's Degree in planning, architecture, landscape architecture, engineering, environmental studies, historic preservation, public administration, or related field; and 5 years of experience in planning (municipal, community, regional or transportation), grants writing and administration, environmental (SEQRA & NEPA) and cultural resources studies or reviews, zoning administration, housing rehabilitation and ownership programs, economic development, or downtown revitalization; or

- (B) Bachelor's Degree in planning, architecture, landscape architecture, engineering, environmental studies, historic preservation, public administration, or related field and - 6 years of experience in planning (municipal, community, regional or transportation), grants writing and administration, environmental (SEQRA & NEPA) and cultural resource studies or reviews, zoning administration, housing rehabilitation and ownership programs, economic development, or downtown revitalization; or
- (C) An equivalent combination of experience and training as defined by the limits of above.

SPECIAL NECESSARY REQUIREMENT: none required

Classification history:

Revised: 3/20/2012*, 1/19/2016

*Title change from Planning & Community Development Coordinator