

Jurisdictional Class: Competitive; Non-Competitive in County  
Adopted: December 3, 1976  
Revised: March 30, 2020

**DIRECTOR OF PLANNING**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional planning work at a supervisory level involving responsibility for project management and overseeing the preparation of plans and reports on a county level. The work involves considerable personal contact with public officials, professional and civic organizations, the general public and others representing the areas under study. The position involves responsibility for operation direction of County Planning Department and the Clinton County Public Transit Bus System. The work is performed under the general supervision of the County Administrator. Considerable independence is allowed in scheduling and executing technical aspects of the work. Close supervision is maintained over policy related aspects of the position. Supervision is exercised over a small number of subordinate professional, sub-professional, and clerical positions. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Participates in the preparation of comprehensive land use, zoning, and economic development programs;  
Outlines projects and assignments and estimates scheduling of time for individual projects;  
Renders technical assistance to zoning board of appeals, planning boards, and those concerned with code enforcement;  
Prepares and submits grant applications and administers grants awarded to County;  
Prepares and reviews contracts for services with outside companies and agencies;  
Conducts and oversees countywide projects and programs;  
Oversees administration of the Clinton County Public Transit Bus System;  
Oversees the review of individual planning programs of smaller divisions of government and proposes methods for coordinating such programs with unified plan on regional basis;  
Oversees, geographic information system for County Government;  
Prepares and supervises the preparation of a variety of planning statistics, data, plans, designs, and charts;  
Prepares maps, line drawings, and layouts to scale;  
Confers with officials of government and representatives of various professional and lay groups and other parties regarding planning policies and objectives;  
Reviews new and pending legislation and reports on its implications;  
Monitors the progress and expenditures of contract agencies;  
Supervises all Planning personnel;  
Submits periodic written and oral reports as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of the purposes, principles, terminology, and practices involved in municipal (county) planning;  
Thorough knowledge of zoning and sub-division practices;  
Good knowledge of current methods for collecting, analyzing and interpreting basic statistical data;  
Good knowledge of legislation, current problems, and professional literature in field;  
Good knowledge of grant programs and grants administration;  
Good knowledge of the geography of the County;  
Knowledge of the principles and practices involved in public transit bus system;  
Ability to prepare and supervise programs and plans for community development;  
Ability to interact and work with state and federal officials, organizations and the public;

## Director of Planning

Ability to understand complex oral and written directions;  
Ability to plan, manage and supervise the work of others;  
Sound judgment.

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Planning and two (2) years of experience in municipal, community, or regional planning or comparable work; one (1) year which must have been supervisory or administrative in nature; or
- (b) Graduation from a regionally accredited or New York State college with a Master's Degree in architecture, civil engineering, public administration, or a related field and three (3) years of experience in municipal, community, or regional planning or comparable work; two (2) years which must have been supervisory or administrative in nature; or
- (c) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in planning, architecture, civil engineering, environmental science/environmental studies, public administration, or a related field and four (4) years' experience in municipal, community, or regional planning or comparable work; two (2) years which must have been supervisory or administrative in nature; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

**NOTE:** Assignments made to employees in this class will require reasonable access to transportation to meet fieldwork requirements in the ordinary course of business.