

COUNTY PLANNING DIRECTOR

JOB CODE: 2081
LOCATION: Tioga County Economic Development and Planning
CLASSIFICATION: Competitive
SALARY: Management/Confidential
ADOPTED: 1973; Revised 4/01; 3/02, 04/17, 3/2020; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is important professional planning work involving responsibility for overseeing and participating in the preparation and implementation of a comprehensive planning program. The incumbent is expected to prepare and execute a complete and detailed plan extending to land use, population and public and private facilities and integrate the comprehensive plan with Economic and Industrial Development Planning. The work usually involves considerable public contact with public officials, professional and civic organizations and others representing the areas under study. The work is performed under the general direction of the Director of Economic Development and Planning with the wide leeway provided for the use of independent professional judgment. Supervision may be exercised over a small number of subordinate professional and sub professional positions. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Oversees and participates in the preparation of comprehensive land use, zoning and economic development programs;
- Outlines and performs assignments and estimates scheduling of time and costs for individual projects;
- Oversees contract services of planning consultants and related specialists to ensure optimum utilization of contractors to complete Planning Director's work plan;
- Administers county planning programs and activities and maintains liaison with other officials, representatives of educational institutions, industry and community leaders involved with comprehensive planning and services in which the county is a part of or affected by;
- Provides leadership and participates in the review of individual planning programs of other divisions of government and proposes methods for coordinating such programs with unified plan on regional basis;
- Prepares and supervises the preparation of a variety of planning statistics, data, plans, designs, charts, records and reports;
- Confers with officials of government and representatives of various professional and lay groups and other parties regarding planning policies and objectives;
- Responsible for development and supervision of GIS program and advises on data development;
- Prepares and/or directs the preparation of publicity and news releases for acquainting the public with planning programs;
- Participates in professional organizations and meetings for extending knowledge of current developments;
- Keeps up-to-date on new developments in planning field and community development, including sources of funding available to the county, and current legislation and programs;
- Advises towns and village planning and zoning boards on planning, zoning and subdivision control matters as requested.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the purposes, principles, terminology and practices involved in municipal, regional or community planning; thorough knowledge of zoning and subdivision practices; good knowledge of geographic information systems; knowledge of ag-district review process; ability to prepare and supervise the preparation of complex detail and master plans for community development; through knowledge of current methods for collecting, analyzing and interpreting statistical data; working

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knowledge of Arc-View based GIS Program; good knowledge of legislation, current problems and professional literature in field; thorough knowledge of Microsoft windows and Microsoft Office Professional; ability to understand complex oral and written directions; ability to plan and supervise the work of others; ability to get along well with others, initiative and resourcefulness; good 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, architecture, civil engineering or closely related field and two (2) years of full-time work experience (or its part-time equivalence) in municipal, community or regional planning; **OR**
- b. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in planning, architecture, civil engineering or closely related field and four (4) years of full-time work experience (or its part-time equivalence) in municipal, community or regional planning; **OR**
- c. Graduation from a regionally accredited or New York State registered college or university with an Associates' degree in planning, architecture, civil engineering or closely related field and six (6) years of full-time work experience (or its part-time equivalence) in municipal, community or regional planning.