

DEPUTY DIRECTOR OF PLANNING

DISTINGUISHING FEATURES OF THE CLASS: This is a professional administrative position within the Ulster County Planning Department. An employee in this class assists, and acts generally for and in the place of, the Director of Planning in their absence. The employee is responsible for providing general direction and administrative oversight of the work of professional employees in both the Planning section and the Transportation Planning section of the department. The incumbent facilitates the development of new projects and monitors and evaluates the progress of on-going projects in relation to the scope and direction of the department. The specific duties may vary, but the general responsibility of the incumbent is to direct policy and program development and ensure compliance with relevant governmental regulations and operating parameters. The work is carried out in accordance with accepted professional practice and within the operational requirements of the Ulster County Planning Board and the Ulster County Transportation Council (UCTC) where applicable. Work is performed under the general supervision of the Director, County Planning, with wide leeway allowed for the use of professional judgement in carrying out department policy and special projects. General supervision is normally exercised over the work of professional and non-professional employees as well as the work of outside consultants. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Directs all activities of the Planning Department in the absence of the Director;

Plans, directs, and coordinates the aspects as needed for all planning projects, ensuring that department resources are fully and appropriately utilized, and that all statutory responsibilities are fulfilled;

Establishes project priorities and methodologies and ensures that they are performed within the operational requirements of the Ulster County Planning Board and the UCTC;

Acts as advisor to the county Planning Board on matters relating to county and local planning, and formulates policies and program for submission to the Board for approval;

Assumes oversight responsibility for all working relationships with other agencies, outside contractors, regulatory authorities and interested parties to ensure that their goals, objectives, and concerns are incorporated into the planning process to the maximum extent possible;

Develops policies and procedures in all matters pertaining to planning disciplines;

Administers recruitment programs to attract potential staff possessing the skills and attributes necessary to meet the demands of an ever-expanding department scope;

Assists the Director in assuming responsibility for the appointment and removal of staff, as well as the proper resolution of all labor issues in compliance with New York State law and local civil service rules;

Maintains the Planning Department policies and procedures manuals;

Interprets Federal and State policies and programs to the staff, the Planning Board and the UCTC;

Participates in the activities of the Ulster County Planning Board and the UCTC;

Assumes oversight responsibility for the scope and approval of outside consultant contracts;

Plans, directs and coordinates the ongoing instruction of staff and the orientation of new staff to the required programs, procedures and standards of the department;

Performs work on special projects as assigned to the department.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of Federal and State programs related to the planning process; thorough knowledge of zoning principles and practices; good knowledge of the principles, practices, and procedures of municipal and regional planning and transportation planning project development; good knowledge of government budgeting procedures; working knowledge of transportation modeling software and techniques; ability to plan and coordinate the technical work of others; ability to prepare and present complex written and oral reports to a variety of constituents and/or governing bodies; ability to elicit staff cooperation and support in accordance with department standards and regulatory compliance; good powers of observation, perception and analysis; initiative and resourcefulness; tact, courtesy.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from an accredited college or university with a Master's Degree and four (4) years of technical work experience in planning, transportation planning or environmental planning of a municipal and/or regional scope, at least two (2) years of which must have been in a supervisory capacity; **OR**
- B. Graduation from an accredited college or university with a Bachelor's Degree and five (5) years of technical work experience in planning, transportation planning or environmental planning of a municipal and/or regional scope, at least two (2) years of which must have been in a supervisory capacity; **OR**
- C. An equivalent combination of training and experience as described in A or B above.

ULSTER COUNTY

2314 DEP DIR PL

Classification: Proposed Non-Competitive
NUMGT

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