

## **DIRECTOR OF PLANNING, ZONING AND CODE ENFORCEMENT**

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this position is responsible for serving as the director of a municipal planning, zoning and code enforcement department and for the administrative supervision of Municipal Code Officers, Building Inspectors and support staff. Work involves the establishment of administrative procedures to ensure the enforcement of the New York State Uniform Fire Prevention and Building Code, and other related laws, codes and ordinances concerning building standards and fire prevention, and also the monitoring of zoning code implementation. Work is performed under the general supervision of the municipality's supervisor. Supervision is exercised over the work of subordinate employees. 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 and supervises the operation of the municipal planning, zoning and code enforcement department;

Supervises the Municipal Code Officers, Building Inspectors and support staff;

Directs the establishment and maintenance of complete records of planning activities, maps, plans, designs and charts;

Establishes administrative procedures to ensure the enforcement of the New York State Uniform Fire Prevention and Building Code, and other related laws, codes and ordinances concerning building standards and fire prevention;

Monitors zoning code implementation and recommends amendments as needed to meet the goals and objectives of a municipality's Comprehensive Plan;

Prepares department budget estimates and monitors expenditures for budget consistency;

Meets with citizens, developers and landowners to review development goals and makes recommendations to meet zoning requirements and objectives and consistency with a municipality's Comprehensive Plan;

Reviews applications to the Planning, Zoning and Town Boards and makes recommendations;

Establishes and maintains relationships with state and local government officials, planning agencies, and any other interested individuals;

Serves as a planning informational resource person for other town departments, the public and the media;

Interprets planning documents and stimulates public interest in planning activities.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Comprehensive knowledge of modern practices, principles, materials and tools used in building construction and maintenance; thorough knowledge of the requirements of the New York State Uniform Fire Prevention and Building Code, and other related State and local codes and ordinances; thorough knowledge of other municipal laws, codes and ordinances for which the incumbent has enforcement responsibility; good knowledge of the principles of supervision; working knowledge of the principles of engineering and architecture; ability to establish and maintain effective working relationships with government officials, construction trades people and the public; ability to read and interpret plans and specifications; ability to be firm but courteous; honesty; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Possession of a Master's Degree in Planning, Engineering, Architecture, Construction Technology or a closely related field and one (1) year of work experience in government community planning, building construction, building inspection or substantially similar work which included understanding and complying with or explaining laws, rules or regulations;  
**OR**
- B. Possession of a Bachelor's Degree in Planning, Engineering, Architecture, Construction Technology or a closely related field and three (3) years of work experience in government community planning, building construction, building inspection or substantially similar work which included understanding and complying with or explaining laws, rules or regulations;  
**OR**
- C. Possession of an Associate's Degree in Planning, Engineering, Architecture, Construction Technology or a closely related field and five (5) years of work experience in government community planning, building construction, building inspection or substantially similar work which included understanding and complying with or explaining laws, rules or regulations;  
**OR**
- D. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of work experience in government community planning, building construction, building inspection or substantially similar work which included understanding and complying with or explaining laws, rules or regulations; **OR**
- E. An equivalent combination of training and experience as described in A, B, C and D above.

**Note:** Your degree or college credits must have been awarded or earned 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 your degree was awarded by an educational institution outside the United States and its territories, you 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>. You must pay the required evaluation fee.

Note: After appointment in this class, incumbents are required to complete any training which may be mandated by any state or local laws.

ULSTER COUNTY

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Classification: Competitive

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Adopted: September 19, 2008

Revised: June 20, 2024