

## **DIRECTOR, COUNTY PLANNING**

**DISTINGUISHING FEATURES OF THE CLASS:** This is complex professional and administrative work involving responsibility for the planning and coordination of all staff activities in developing and effecting a county planning program. The incumbent is responsible for planning, organizing and directing the overall activities of the county planning staff in the formulation, analysis and revision of a comprehensive planning program for the County. Work is performed in accordance with the duties and responsibilities as provided for in the County's Administrative Code with wide leeway allowed for the exercise of independent judgment. Supervision is exercised over a staff of professionals and includes clerical assistants. 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 the following, as well as other related activities not described.

Administers the County Planning Department and the Ulster County Transportation Council activities including the planning, organizing and directing of all activities of the agency;

Acts as advisor and provides support 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;

Upon request, advises town and village planning and zoning boards in connection with planning, zoning and subdivision control matters;

Confers with and addresses civic groups on local and county planning problems and programs;

Confers with public officials regarding the county's planning problems;

Directs and coordinates county and local planning programs;

Performs activities as directed by the County Executive or County Legislature and opines on matters of importance to the development of the County;

Supervises consultants and subordinates in technical planning studies.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the general principles, purposes and techniques in the field of municipal planning; ability to visualize and carry out ideas relating to planning; ability to organize, analyze and interpret planning data; ability to analyze planning projects on the basis of physical feasibility, economic soundness and social desirability; ability to organize, direct and coordinate the work of others; ability to express oneself clearly and concisely both orally and in writing; ability to get along well with others.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited New York State registered college or university with a Master's Degree in Planning or closely related field and five (5) years of municipal planning experience, two (2) years of which must have been in a supervisory capacity;  
**OR**
- B. Graduation from a regionally accredited New York State registered college or university with a Bachelor's Degree in Planning, Engineering, Architecture or closely related field, and six (6) years of experience in municipal planning, two (2) years of which must have been in a supervisory capacity; **OR**
- C. An equivalent combination of training and experience as described above.

Note: Completion of fifteen (15) graduate hours in planning may be substituted for one (1) year of experience in B.

ULSTER COUNTY  
2540 DIR CO PL  
Classification: Non-Competitive  
NUMGT

Revised: September 26, 2019