

PLANNING SPECIALIST (COUNTY)

DISTINGUISHING FEATURES OF THE CLASS: This position will require professional and technical work related to municipal, county, and regional planning with a focus on housing policy, the development of affordable housing projects, and housing funding/financing programs. The position will also assist in related work of the department including land use reviews, grant writing and administration, public outreach, and assistance to the Departments of Economic Development and Environment as necessary. The work is performed under the general supervision of the Director and/or Deputy Director of Planning with considerable leeway allowed for the exercise of independent judgment and initiative in executing assigned tasks. Supervision may be exercised over 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 of all of the following, as well as other related activities not described.

Supports the adoption of Housing Smart Actions for participating municipalities;

Maintains and updates the HSCI website;

Manages and maintains relationships with participating municipalities and municipal housing committees/task forces;

Manages questions and meeting requests from participating municipalities and housing committees;

Supports the Housing Task Force, organizations, municipal officials, and landowners working through housing development process;

Creates grant program policies and incentive structures;

Supports partner organizations on application review and selection process;

Manages programs budgets, individual project invoices, and consultant support services contracts with selected municipalities;

Supports staff for the Housing Development Corporation and provides support for all its projects;

Manages consultant efforts associated with housing, collaborates with department staff on work with the legislature, municipalities, and other future housing initiatives, and conducts research and prepares reports and updates concerning the overall housing picture in Ulster County;

Researches and applies for housing and planning related grants;

Attends/participates in regional and statewide housing forums, and meetings pertaining to planning and grant related issues;

Develops summaries, memorandums, and reports on federal, state, and local housing policy issues and makes recommendations on local housing policies;

Performs clerical work as required and maintains records of the planning department's activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the purposes, principles, terminology and techniques employed in municipal, regional or community planning; thorough knowledge of zoning and subdivision principles and practices; good knowledge of planning standards in land use development; working knowledge of housing financing programs, grant programs, policy trends, and incentive structures; ability to keep complete and accurate records; ability to write and develop grant applications; ability to research grant opportunities; ability to compile, analyze and interpret physical data; ability to communicate effectively both orally and in writing; ability to supervise the work of others; ability to interact effectively with other administrative staff; good powers of observation, perception and analysis; good judgment; initiative and resourcefulness; emotional maturity; tact; courtesy.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Master's Degree in Planning, Engineering, Environmental Studies, Geography, Architecture, Economics, Public Administration or closely related field and two (2) years of full-time paid or its part-time equivalent experience in municipal, community or regional planning, project development, or environmental, subdivision and site plan review; **OR**
- B. Possession of a Bachelor's Degree in Planning, Engineering, Environmental Studies, Geography, Architecture, Economics, Public Administration or closely related field and four (4) years of full-time paid or its part-time equivalent experience in municipal, community or regional planning, project development, or environmental, subdivision or subdivision and site plan review; **OR**
- C. An equivalent combination of training and experience as described in A & B above.

ULSTER COUNTY
4855 PL SP CTY
Classification: Competitive
CSEA GRADE 19

ADOPTED: January 8, 2025