

PLANNING DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position involving responsibility for planning, organizing, and directing the work of the City of Poughkeepsie planning division. An employee in this class will be required to lead and participate in the formulation, periodic analysis, and revision of a comprehensive planning program. The work is performed under the general direction of a higher-level administrator with considerable leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is exercised over the subordinate staff in the planning division.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Directs detailed field and office studies of existing and potential land use, population characteristics, transportation, housing, open space and zoning;
2. Establishes policies and guidelines used in analyzing municipal socioeconomic conditions and needs;
3. Leads and participates in the preparation of reports geared to planning needs and problems;
4. Supervises the maintenance and revision of the data base including census data, planning studies, maps and other publication related to planning;
5. Supervises subordinates in technical planning studies and research;
6. Supervises the administration of the planning division;
7. Interprets Federal, State and/or County regulations regarding planning and development;
8. Determines geographic project areas;
9. Confers with and advises officials, the public and various agencies on planning needs and problems;
10. Acts as liaison to the Planning Board, Zoning Board and other legislative bodies;
11. Attends meetings with other agencies in a technical, advisory or public relations capacity and answers public inquires.

FULL PERFORMANCE KNOWLEDGE, 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 community needs; 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; initiative; resourcefulness; good judgment; courtesy; tact; physical condition commensurate with the demands of the position.

PLANNING DIRECTOR (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Master's degree in community or regional planning and three (3) years of progressively responsible experience in community or regional planning, one (1) year of which must have been in a supervisory capacity;
- OR: (B) Bachelor's degree in planning, architecture, civil engineering, public administration, or a related field and four (4) years of progressively responsible experience in community or regional planning, one (1) years of which must have been in a supervisory capacity;
- OR: (C) An equivalent combination of training and experience.

NOTE: Your degree or college credit must have been awarded 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.

SPECIAL REQUIREMENT

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

PL0104

ADOPTED: 03/08/82

REVISED: 01/23/19 02/28/2019