

DEPUTY DIRECTOR OF PLANNING

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for difficult planning projects and supervision of Planning staff. Projects involve community planning on a municipal basis. In a smaller unit the Deputy Director would be assigned planning projects calling for individual leadership to a greater extent than would be the case in larger planning units. Staff supervision is also involved. The class of Deputy Director differs from Senior Planner by the increased responsibility for specific elements of major supervision and responsibility for office and personnel management. The Deputy Director works under the general direction of the Director of Planning.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises the preparation of a variety of planning statistics, data, plans, designs, charts, records and reports;
- Prepares and supervises the preparation of specialized planning staff reports and project review reports for the local Planning Board, Zoning Board and Common Council;
- Directs the collection, tabulation and analysis of data for use in connection with census statistics and population reports;
- Plans and supervises field studies and surveys;
- Represents the planning agency at conferences of local government officials, public hearings and other public meetings;
- Participates in meetings with civic, business and neighborhood representatives to determine community planning needs and growth and development issues;
- Assists the Director in office management and personnel management (The Deputy Director would be the individual responsible for the office functioning during the absence of the Director.);
- Supervises the preparation of studies or reports in regard to housing, parking, land use controls, the development approval process and review of individual project proposals.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of zoning, local land use controls and current urban planning issues;
- Good knowledge of the principles, terminology and practices employed in municipal, regional or community planning;
- Good knowledge of zoning and subdivision practices;
- Good knowledge of current methods for collecting, analyzing and interpreting statistical data;
- Good knowledge of current problems and literature in the field;
- Good knowledge of research methods and techniques;
- Ability to plan and supervise the work of others;

- Ability to understand complex oral and written directions;
- Ability to get along with others;
- Initiative and resourcefulness;
- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Satisfactory completion of a regional Master's Degree program in planning, landscape architecture, urban geography, urban studies, environmental science, public administration or other similar related field and five (5) years experience in municipal, community or regional planning or related work; **OR**
- B. Satisfactory completion of a regional Bachelor's Degree program in planning, landscape architecture, urban geography, urban studies, environmental science, public administration or other similar related field and six (6) years experience in municipal, community or regional planning or related work; **OR**
- C. Satisfactory completion of a regional Associate's Degree program in planning, landscape architecture, urban geography, urban studies, environmental science, public administration or other similar related field and eight (8) years experience in municipal, community or regional planning or related work; **OR**
- D. Graduation from high school or possession of an equivalency diploma and ten (10) years experience in municipal, community or regional planning or related work; **OR**
- E. Any equivalent combination of training and experience as defined by the limits of (A), (B), (C), (D) above.

NYSCSC: NC Class. 7/21/1992
Revised: 1/25/2017