

CHIEF PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This work involves organizing planning projects; performing planning studies; providing local municipal governments of Cattaraugus County guidance regarding zoning, subdivisions, and land use; assisting in the coordination of local, county, and regional planning elements. This class differs from that of Planner by virtue of its expanded scope, increased complexity, and administrative responsibility. Duties are performed under the general supervision of the County Planning Director with leeway allowed for the use of independent judgement in carrying out the details of the work. General supervision may be exercised over subordinate planning personnel. This class does related work as required.

TYPICAL WORK ACTIVITIES:

- Advises local governments of the methods used to establish local zoning ordinances and building codes;
- Discusses with zoning commissions the effects of proposed zoning code revisions;
- Reviews the application of zoning ordinances and the placement of subdivisions;
- Prepares and supervises the preparation of planning projects concerned with land use and community facilities;
- Acts as a resource person for the Cattaraugus County Planning Board;
- Compiles data regarding the type, number, and condition of housing units in Cattaraugus County;
- Writes periodical reports for inclusion in Planning Board Publications;
- Prepares and administers planning board 701 grants;
- Compiles planning data from a variety of sources;
- Conducts routine correspondence for the director;
- Administers department personnel functions, including compilation of payrolls, use of vacation, sick, and personal leave time;
- May act for the director in his absence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the terminology and practices used in physical and environmental planning; thorough knowledge of the planning needs in Cattaraugus County; good knowledge of the number, type, and condition of housing units in the county; ability to communicate effectively both orally and in writing; ability to gather statistical and demographic data from a variety of sources; ability to maintain records and prepare written reports; ability to plan and supervise the work of others; ability to prepare grant applications and administer grant contracts; physical condition equal to the demands of the position.

MINIMUM QUALIFICATIONS:

A.) Graduation from a regionally accredited or New York State registered college or university with a Master's degree or possession of the equivalent number of graduate credit hours. Course work must have included a minimum of 24 graduate credit hours in planning, economics, architecture, landscape architecture, environmental design, engineering, business or public administration, social or natural science, geography, statistics or mathematics subjects; *AND* one year of experience in planning, architecture, landscape architecture, environmental design, engineering, business or public administration, finance, statistics, geography, or grantsmanship;

OR

B.) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree or possession of the equivalent number of credit hours. Course work must have included a minimum 48 undergraduate credit hours as described in (A) above *AND*, and two years of experience as described in (A) above;

OR

C.) Six years of experience as described in (A) above;

OR

D.) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C).

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 10/20/80

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