

DEPUTY COMMISSIONER OF PLANNING

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Planning Department, and involves responsibility to assist, and act as the representative of the Commissioner of Planning in overseeing and implementing the County and comprehensive regional planning work elements, carried out by both the Planning Department and HOCCPP staff under local, State and Federal programs. [The Commissioner of Planning also serves as Program Director of the Herkimer-Oneida Counties Comprehensive Planning Program (HOCCPP).] An employee in this class is responsible for overseeing day-to-day operations of the Planning Department and HOCCPP involving various intermunicipal, County and regional planning projects, and is allowed wide leeway in developing planning methodologies and for making independent judgement concerning these duties. The incumbent assists the Commissioner in preparing and providing continuous monitoring of Department and HOCCPP budgets. Major program areas are assigned by the Commissioner for administrative direction by the incumbent, who is responsible for their conduct, using their own judgement in the process. Work is performed under administrative direction of the Commissioner of Planning. Supervision is exercised over the work of Chief Planners and subordinates, who are involved with various phases of assigned planning projects. The incumbent is also responsible for supervision of support staff, including secretarial and drafting/graphics sections. The incumbent is charged with maintaining a high level of planning knowledge, management skills, and administrative professionalism. The position is distinguished by virtue of responsibility for both County, regional and multi-county planning efforts. The incumbent assumes charge of the department during the absence of the Commissioner, or at times when the Commissioner may be present, but is unable due to other assignments, to address departmental issues. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Advises the Commissioner of development, formation and implementation of department policies and procedures;
- Acts on behalf of the Commissioner, when appropriate in carrying out policies and procedures;
- Exercises policy direction and management over major program areas and projects involving interdisciplinary staff;
- Assists the Commissioner in office administration, and acts on behalf of the Commissioner, in his/her absence or when otherwise unavailable, and assists the Chief Planners in management of program personnel, including professional, paraprofessional and clerical staff, budget preparation and management, and the establishment of department policies and procedures;
- Assists the Commissioner in the preparation and monitoring of Departmental and HOCCPP budgets, including keeping continuous track of overall finances of the various grant programs and departmental budgets. This entails ensuring that appropriate staff are assigned to the various grants, time is billed accurately, and quarterly billings are accomplished in a timely manner;

continued...

Typical Work Activities con't:

Develops planning procedures and methodologies for the department, and meets with Chief Planners and other supervisory staff to guide planning details of various program areas and specifics, as assigned by the Commissioner;
Is responsible for coordinating the work of the Chief Planners and other supervisory staff, in planning program goals and objectives, including the development of major program initiatives and implementation of strategies;
Provides policy guidance, interpretation and coordination between various work program elements of the Planning Department and the regional planning programs;
Oversees preparation of State and Federal grant applications, and meets with State and Federal agency representatives to present grant proposals;
Is responsible for administration and operation of the department and HOCCPP in the absence of the Commissioner of Planning;
Represents the Commissioner of Planning before local, County and State legislative bodies and executive departments on matters of regional, County, State and Federal program issues and policies;
Prepares a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of principles, practices, techniques and terminology employed in municipal, County and regional planning; thorough knowledge of the methods and techniques used in public relations and promotion activities related to municipal planning; thorough knowledge of management, administration and organizational procedures; ability to prepare budgets and monitor overall finances of Department and regional programs; thorough knowledge of current methods of collecting, analyzing and interpreting planning information; ability to supervise professional personnel support staff in various complex planning projects; ability to formulate, direct and integrate complex multi-disciplinary studies related to land use development, environmental and other municipal County and regional planning matters, with only broad policy direction from the Commissioner; ability to express ideas clearly and concisely, both orally and in writing; ability to establish and maintain an effective working relationship between government agencies, private business and industry, and advisory groups; good professional judgement.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Master's Degree in city, regional or urban planning from a regionally accredited or NYS registered college or university **AND** eight (8) years of experience in regional, county or municipal planning; six (6) years of which shall have been in a responsible supervisory capacity; **OR**
- (B) Possession of a Master's Degree in geography, architecture, landscape architecture, civil or environmental engineering, environmental planning or a closely related field from a regionally accredited or NYS registered college or university **AND** nine (9) years of experience in regional, county or municipal planning; six (6) years of which shall have been in a responsible supervisory capacity; **OR**
- (C) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in city, regional or urban planning **AND** nine (9) years of experience in regional, county or municipal planning; six (6) years of which shall have been in a responsible supervisory capacity; **OR**
- (D) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in geography, architecture, landscape architecture, civil or environmental engineering, environmental planning or a closely related field **AND** ten (10) years of experience in regional, county or municipal planning; six (6) years of which shall have been in a responsible supervisory capacity; **OR**
- (E) An equivalent combination of training and experience, as defined by the limits of (A) through (D) above.

NOTE: Professional planning experience in the field of regional, county or municipal planning may be substituted on a year-for-year basis for the specific degrees designated above, after review and approval by the Commissioner of Personnel.