

COMMISSIONER OF PLANNING

DISTINGUISHING FEATURES OF THE CLASS: This is professional and administrative work of a complex nature involving responsibility for administering and developing a county capital program, directing the Department of Planning and Public Transportation, overseeing the development of a comprehensive land use master plan and coordinating a unified planning program for the County and its municipalities. The work is performed in accordance with established laws, including Article V of the Rockland County Charter, and regulations, and as may be directed by the County Executive or in accordance with policies prescribed by the County Legislature. In addition, the incumbent of the position heads the Department of Public Transportation and performs the duties outlined in Article XXII of the Rockland County Administrative Code. Supervision is exercised over a number of professional, technical and clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Acts as policy advisor to the County Executive, the County Legislature and the Planning Board and provides a variety of recommendations, as needed, to same;
Develops the County capital program and assists in the planning of capital projects;
Represents the County in dealing with various local, regional, state and federal agencies;
Advises municipal, planning and zoning boards regarding local planning, including master and site planning, zoning and subdivision control;
Comprehensive land use plan development and implement;
Plans and directs the activities of the Department of Planning;
Plans and directs the activities of the Department of Public Transportation;
Confers with public officials and coordinates County and local planning programs and activities;
Plans, monitors, and coordinates all aspects of Rockland County public transportation;
Prepares periodic reports, including annual reports and other reports required by regulatory agencies;
Attends and participates in conferences;
Supervises the preparation of state and federal grant applications;
May address community groups on planning and/or transportation problems and programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of municipal and county planning, including environmental issues, economic analysis and capital programming; good knowledge of the organization and operation of municipal government in New York State; good knowledge of principles and practices of public administration; good knowledge of the principles and practices of public transportation, especially as it relates to a suburban county; good knowledge of regional transport planning; good knowledge of local and regional land use planning issues and regulations; ability to manage and supervise professional, technical and clerical personnel in an office; ability to establish and maintain effective working relationships with others; ability to communicate effectively, both orally and in writing.

(over)

MINIMUM QUALIFICATIONS: A Master's degree in Planning, Environmental Studies, Engineering, Geography, Drafting or related curriculum and four (4) years of municipal/government planning experience, at least two (2) years of which included administrative (e.g., director-level, policy decisions, development of broad/comprehensive programs and projects, etc.), managerial and/or supervisory responsibilities; or

A Bachelor's degree in Planning, Environmental Studies, Engineering, Geography, Drafting or related curriculum and five (5) years of municipal/government planning experience, at least two (2) years of which included administrative (e.g., director-level, policy decisions, development of broad/comprehensive programs and projects, etc.), managerial and/or supervisory responsibilities; or

An Associate's degree in Planning, Environmental Studies, Engineering, Geography, Drafting or related curriculum and seven (7) years of municipal/government planning experience, at least two (2) years of which included administrative (e.g., director-level, policy decisions, development of broad/comprehensive programs and projects, etc.), managerial and/or supervisory responsibilities.

NOTES:

1. If the specialized experience is managerial and/or supervisory, it must have included at least one (1) year of administrative responsibilities as defined above.
2. Certification in Planning and Zoning, issued by the Rockland County Municipal Planning Federation may be substituted for one (1) year of the required general experience.
3. Membership on the Rockland County Planning Board, prior to the establishment of the Department of Planning may be deemed qualifying experience on the basis of two (2) years served on the Planning Board for one (1) year of the general experience, as required above.