DIRECTOR OF PLANNING & DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for the initiation, formulation, direction and review of activities undertaken by the Rensselaer Planning and Development Agency. It is necessary for the Director to exercise a high degree of professional knowledge and technical ability. The Director receives policy guidance from the Mayor, but is permitted considerable latitude for independent judgment in planning and carrying out assigned duties. Day-to-day administration and direct supervision are exercised over subordinate staff engaged in planning, grantsmanship, economic development, code enforcement, housing and community development and related activities.

The Director additionally serves as Executive Secretary of the City Planning Commission and does related work as required.

EXAMPLES OF WORK:

- Periodically evaluates and makes detailed recommendations concerning overall City planning and development policy and project priorities;
- Formulates legislation and program proposals relating to local planning and development objectives;
- Maintains cooperative working relationships with government officials, community leaders and members of the private sector regarding planning and development matters;
- Represents the City on special councils, committees and task forces;
- Serves as technical staff to City Planning Commission, Zoning Board of Appeals, and related bodies;
- Periodically reviews and recommends modifications to the City's zoning ordinance, subdivision regulations, and other land use and building regulations;
- Monitors State and Federal regulatory and grant programs and evaluates their potential impact upon the City;
- Develops grant applications and coordinates the implementation of funded programs;
- Participates in the annual updating of the City's capital improvement program and budget;
- Participates in special projects or studies for immediate action, including coordination and support of consultants engaged to assist the City;
- Reports to the Mayor and the Common Council on agency plans and activities;
- Keeps current on the state of the art in the field of planning and development through participation in professional organizations and attendance at meetings and seminars;
- Coordinates local meetings, speaks before community groups and develops public informational materials relating to planning and development activities;
- Assigns responsibility for individual projects to subordinate staff, coordinates interagency projects and reviews and approves completed work.

Continued
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the purposes, principles, terminology and practices involved in municipal planning, management and development coordination; thorough knowledge of State and Federal regulatory and grant programs; thorough knowledge of zoning, subdivision regulations and other land use and building control mechanisms; good knowledge of advances professional techniques in the field of planning and development; coordination, good knowledge of legislation, current problems and professional literature in field; ability to plan and supervise the work of others; ability to make independent professional judgments; ability to get along with others; ability to communicate complex oral and written directions; initiative and resourcefulness; tact, courtesy; and physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally-accredited or New York State registered four-year college or University with a Bachelor’s Degree in Community Planning, Architecture, Building Science, Civil Engineering or related field and five years of full-time work experience in the field of community planning and development, urban research or related field, two years of which must have been in a responsible supervisory or administrative capacity.

A Master’s Degree in Community Planning, Architecture, Civil Engineering, Public Administration or Business Administration may be substituted for one year of the required work experience.

SPECIAL REQUIREMENTS:

Must have New York State certification as a Planner-in-Charge at the time of permanent appointment.