

DEPUTY TOWN COMMISSIONER OF PLANNING AND DEVELOPMENT

Department: Planning and Development

Classification: Exempt

Specification Number: 3210

Approved: 7/28/23

Revised: By JG

MINIMUM QUALIFICATIONS

There are no qualifications for this title as it is in the Exempt Class.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title acts for and in place of the Town Commissioner of Planning and Development. The Deputy assists the Town Commissioner of Planning and Development in the overall administration, planning, coordinating of programs and operation of the Department. The incumbent is responsible for assisting in the supervision of all personnel in their performance and adherence to regulations and policies. The incumbent exercises independence of judgment and initiative. The work is reviewed through conferences and reports by the Commissioner and Town Board. Does related work as required.

TYPICAL WORK ACTIVITIES

- Acts for and in place of the Town Commissioner of Planning and Development;
- Assists in the administration, planning, supervising and implementation of all programs of the Department including Planning, Building and Housing, Traffic Engineering, the Planning Board and Board of Appeals;
- Assists in the supervision of the preparation, presentation and control of the Departments' annual budget and fiscal policies;
- Oversees the enforcement of the zoning laws, local ordinances and regulations of the Town Building programs;
- Assists with the promotion of the industrial and business programs serving the interests and welfare of the Town and its citizens;
- Oversees the installation, maintenance and construction of traffic control signals and signs in the Town.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of Town Planning concepts; Thorough knowledge of the overall programs, functions, activities, policies and regulations of the Department; good knowledge of the principles of office management and supervision; good ability to assemble and evaluate facts and evidence and to arrive at sound and logical conclusions; ability to delegate authority and to plan and supervise the work of others in a manner conducive to full performance, and high morale, ability to express oneself clearly and concisely, both orally and in writing; ability to establish effective working relationships with public officials and the general public; ability to create planning studies and prepare positive analyses, recommendations and revisions; physical condition commensurate with the demands of the position.