

TOWN COMMISSIONER OF PLANNING AND DEVELOPMENT

Department: Planning and Development

Classification: Unclassified

Specification Number: 3200

Approved: 7/28/23

Revised: By JG

MINIMUM QUALIFICATIONS

There are no qualifications for this title as it is in the Unclassified service.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title has the authority to appoint and remove all employees of the Department of Planning and Development. The Town Commissioner of Planning and Development is responsible for the overall administration, planning, coordinating of programs and operation of the Department. The incumbent is responsible for the supervisory oversight of all personnel in their performance and adherence to regulations and policies and the direct supervision of the Deputy Commissioner. The incumbent exercises full independence of judgment and initiative. The work is reviewed through conferences and reports by the Town Supervisor and Town Board. Does related work as required.

TYPICAL WORK ACTIVITIES

Appoints and removes all employees of the Town Department of Planning and Development;
Administers, plans, supervises and implements all programs of the Department including Planning, Building and Housing, Traffic Engineering, the Planning Board and Board of Appeals;
Supervises all personnel in the performance of their duties;
Supervises the preparation, presentation of and controls the Departments' annual budget and fiscal policies;
Administers the enforcement of the zoning laws, local ordinances and regulations of the Town Building programs;
Promotes the industrial and business programs serving the interests and welfare of the Town and its citizens;
Administers the general supervision over the installation, maintenance and construction of traffic control signals and signs in the Town.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Excellent knowledge of Town Planning concepts; excellent knowledge of the overall programs, functions, activities, policies and regulations of the Department; thorough knowledge of the principles of office management and supervision; excellent 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.