

TOWN PLANNER AND TECHNICAL SERVICES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Work involves administrative coordination of all planning and code compliance activities including engineering relative to Town Planning Board activities. Responsibilities include professional planning activities and supervision of short-term projects and long-range policies and goals, as well as providing administrative direction to appropriate staff in areas of planning, engineering, zoning and code enforcement, and coordination of activities. Duties include reporting to the Town Supervisor and/or Town Board as requested, to provide clear and concise information of activities and progress on town projects. Duties also include performing technical reviews, environmental clearances and recommendations on subdivisions and site development plans. Work is performed under general direction of the Town Supervisor and/or Town Board. Direct supervision, on administrative matters only, exercised over the Town Engineer and Director of Code Enforcement. Performs related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Maintains constant contact with the Town Engineer, the Town Director of Code Enforcement, Town Planning Board and the Town Supervisor for the purpose of coordinating town activities in these areas to provide a clear, concise picture for the Town Board and the Town citizens relative to current projects and long-range policy in these areas;

Acts as the professional arm of the Planning Board by performing technical reviews, environmental clearances and recommendations on subdivision and site development plans;

Establishes work schedules, priorities and day-to-day operations of the Planning and Code Enforcement units of Town government;

Attends Town Board meetings and work sessions and provides input, advice and recommendations on matters of policy, personnel and litigation matters within area of expertise;

Provides professional direction in areas of planning, code enforcement and environmental concerns for both projects of a short-term or long-term nature;

Provides professional assistance necessary to the Town Engineer;

Administers Records Management including geographic information systems (GIS) for the Building, Planning and Engineering Departments in coordination with the Town Records Management Officer;

Responsible for preparation of department budget, professional consultant budgets, project budgets, as well as administration and implementation once adopted;

Participates in the selection of Town consultants in the engineering and planning discipline within the Town Planning Board and/or Town Board process;

Advises the Town Board and Planning Board in all matters related to zoning;

Advises the Town Board in reviewing and revising the Master Plan, Zoning Ordinance, subdivision regulations and other pertinent development ordinances;

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Advises and provides assistance to the Zoning Board of Appeals and Environmental Conservation Board when requested;
Establishes and prioritizes design and planning projects as well as establishing their budgets and timeframes;
Advises the Town Board on capital expenditures and provides assistance in preparation of the capital budget and capital improvement program;
Coordinates all intended use plans for Federal and State government assistance;
Prioritizes projects and in-house review of site subdivision applications, building applications and issuance of Certificates of Occupancy;
Reviews Town codes and recommends revisions to the Town Board;
Attends and participates in meetings, seminars, before and on behalf of the Supervisor and other governmental agencies;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the theories, concepts and techniques of municipal planning; thorough knowledge of problems involved in land development; thorough knowledge of town, county and state planning rules and regulations; thorough knowledge of local building and zoning ordinances; good knowledge of town functions and activities; good knowledge of the principles and practices of public administration, personnel management and budgeting; ability to prepare technical and official correspondence; ability to obtain the cooperation and support of others; ability to present ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with officials, administrators, employees and the public; thoroughness; dependability; courtesy; tact; good judgment.

MINIMUM QUALIFICATIONS: Either

- a) Master's Degree in Planning, Landscape Architecture, Building or Civil Engineering from a recognized college or university and three (3) years of professional planning experience in municipal, county, regional or state planning involving the preparation and/or review or analysis of land development proposals; or
- b) Bachelor's Degree in Planning, Landscape Architecture, Building or Civil Engineering from a recognized college or university and five (5) years of professional planning experience in municipal, county, regional or state planning involving the preparation and/or review or analysis of land development proposals; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.

SPECIAL REQUIREMENT:

Possession of a Professional Planners License or AICP (American Institute of Certified Planners) Certification.