

DIRECTOR OF COMMUNITY DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Town of Glenville and is an advanced professional, managerial position performing a range of duties relating to economic and community development, land-use policy setting, town planning and zoning, code enforcement, and preparation of planning documents, regulations, and reports. The individual in this position performs professional planning, zoning, and grant program/grant administration work for the Town through application of planning principles and zoning/code enforcement activities. This position includes administration of the subdivision and zoning regulations of the Town Code, coordination of updates to the comprehensive plan and related town ordinances and regulations, and the oversight of building inspection functions. The position requires substantial written and communication skills as regular interaction occurs with public officials, civic organizations, lawyers, architects, engineers, developers, contractors, and the general public. The position is responsible for preparation of annual departmental budgets relating to planning, zoning, building inspection, and code enforcement.

The position supervises several subordinate employees relating to the proper administration of related regulations and codes including building inspection, code enforcement, and related clerical personnel. The position works under the general direction of the Town Board and the direct supervision of the Town Supervisor with leeway allowed for the exercise of independent judgment in carrying out the details of the work. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises departmental staff relating to municipal planning, zoning, code enforcement, and building inspection.
- Develops department goals, objectives, policies and procedures.
- Attends evening and/or weekend meetings of various Town boards related to land use activities and enforcement.
- Enforces all planning and zoning regulations and addresses complaints from the public.
- Acts as the primary liaison with legal counsel in all planning and zoning matters.
- Undertakes research, drafts and advises the Town Board in updating and implementing planning and zoning ordinances and regulations.
- Reviews applications relating to proper administration of subdivision, site plan, special use permit, variance, code interpretation, planned unit development, and associated building permit applications.
- Provides guidance in the area of community development and related implications of the Town's Comprehensive Plan land use regulatory program.
- Confers with and represents the department and the Town in meetings with members of the Town Board, Planning Commission, Zoning Board of Appeals, members of duly appointed advisory committees, various governmental agencies, developers, contractors, business and industrial groups and the public.
- Oversees and participates in all Town long and short-range planning activities.
- Ensures that all development within the Town conforms with Town goals and objectives.
- Prepares and/or directs the preparation of a variety of written correspondence, reports, procedures, building plans, ordinances, and other written materials.
- Provides general oversight of building inspection and code compliance activities, whether performed by Town staff or contracted workers.
- Prepares, implements, and monitors the annual departmental budget.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles and practices of strategic municipal planning and zoning.
- Thorough knowledge of federal, state and local laws, ordinances and codes pertaining to a wide variety of planning, land use, and development topics.
- Thorough knowledge of the methods and techniques of research and analysis.
- Good knowledge of principles of personnel management, including supervision, training and performance evaluation.
- Good knowledge of computer applications including the Microsoft Office platform (Word, Excel, Powerpoint, etc.) and geographic information service (GIS) mapping.
- Proven management and supervisory skills including ability to manage day-to-day operations
- Strong written and oral communication skills, including the editing, oversight or preparation of technical reports, and the presentation of information to government entities and various committees.
- Ability to exercise sound and independent judgment within general policy guidelines.
- Understand and interpret complex legal descriptions and understand technical information.
- Make effective, timely decisions based on research, analysis, experience, and judgment.
- Research, organize and manage projects and develop recommendations.
- Interpret environmental regulations, requirements and activities and explain regulatory provisions to individuals, officials and the general public with firmness, tact and courtesy.
- Ability to create, analyze and interpret planning and zoning reports, studies and blueprints.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Planning, Urban Geography, Architecture, Public Policy, Geographic Information Systems, Public Administration, Economics or a related field and three (3) years of full time paid progressively responsible related experience at a level indicating command of the planning discipline, two (2) years of which is in a supervisory capacity; OR
- (B) Graduation from a regionally accredited or New York state registered college or university with a Bachelor's degree in Planning, Urban Geography, Architecture, Public Policy, Geographic Information Systems, Public Administration, Economics, or a related field and five (5) years of full time paid progressively responsible related experience at a level indicating command of the planning discipline, two (2) years of which is in a supervisory capacity; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

- A. American Institute of Certified Planners (AICP) accreditation is preferred, or ability to obtain within one year of employment; AND
- B. Possession of a valid New York State Driver's license which must be maintained throughout duration of employment.