

### **DIRECTOR OF PLANNING**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position involving responsibility for planning, organizing, and directing the work of the City of Niagara Falls planning division. The incumbent will be required to lead and participate in the formulation, periodic analysis, and revision of a comprehensive planning program. The work is performed under the general direction of a higher level administrator with considerable leeway allowed for the use of independent judgement in carrying out the details of the work. Supervision is exercised over the subordinate staff in the planning division.

**TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

Directs detailed field and office studies of existing and potential land use, population characteristics, transportation, housing, open spacing and zoning;

Establishes policies and guidelines used in analyzing municipal socioeconomic conditions and needs;

Leads and participates in the preparation of reports geared to planning needs and problems;

Supervises the maintenance and revision of the data base including census data, planning studies, maps and other publications related to planning;

Supervises subordinates in technical planning studies and research;

Supervises the administration of the planning division;

Interprets Federal, State and/or County regulations regarding planning and development;

Determines geographic project areas;

Confers with and advises officials, the public and various agencies on planning needs and problems;

Acts as liaison to the Planning Board, Zoning Board and other legislative bodies;

Attends meetings with other agencies in a technical, advisory or public relations capacity and answers public inquiries.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, RESPONSIBILITIES AND PERSONAL CHARACTERISTICS**

Thorough knowledge of the general principles, purposes and techniques in the field of municipal planning; ability to visualize and carry out ideas relating to planning; ability to organize, analyze and interpret planning data; ability to analyze planning projects on the basis of physical feasibility, economic soundness and community needs; ability to organize, direct and coordinate the work of others; ability to express oneself clearly and concisely both orally and in writing; ability to get along well with others; Initiative; resourcefulness; good judgement; courtesy; tact; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

A) Master's degree in community or regional planning and three (3) years of progressively responsible experience in community or regional planning, one (1) year of which must have been in a supervisory capacity;

**OR**

B) Bachelor's degree in planning, architecture, civil engineering, public administration, or related field and four (4) years of progressively responsible experience in community or regional planning, one (1) year of which must have been in a supervisory capacity;

**SPECIAL REQUIREMENT:**

Possession of a valid New York State Driver's License at the time of appointment and for the duration of