

BUILDING, PLANNING AND DEVELOPMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the administration and enforcement of laws relating to planning, zoning, fire safety and prevention, building construction, the environment, development, and Master Planning. All work is performed under the general supervision of the Town Supervisor or other high-ranking official with a wide leeway allowed for the exercise of independent decision making in carrying out the details of the work. Supervision is exercised over subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinates all planning activities with the Town Engineer, Town Board, Town Attorney and applicants;

Meets with developers prior to application and during review process;

Investigates and evaluates feasibility and potential value of proposed projects and determines such variables as priority, extent, and scope of studies;

Advises towns on planning, zoning and subdivision control matters;

Plans, organizes, and supervises the work of clerical and technical subordinates;

Reviews applications for completeness;

Determines environmental impacts for Zoning Board of Appeals;

Collects, analyzes, and interprets data related to planning matters in the Town;

Meets with government officials and representatives of various professions and lay groups and others regarding planning policies and objectives;

Prepares and administers the departmental budget;

Represents the Department to variety of Federal, State and local agencies and officials;

Prepares a variety of related records and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of the purpose, principles, terminology and procedures involved in community and regional planning; comprehensive knowledge of zoning and subdivision practices; thorough knowledge of New York State Uniform Fire Prevention and Building Code Act; thorough knowledge of collecting analyzing and interpreting statistical data; ability to plan and direct of governmental department; ability to supervise the work of subordinate professional, technical and clerical employees; ability to read and understand complex Federal, State and Local statutes relating to planning activities; ability to carry out complex oral and written instructions; tact; physical conditions to commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Either:

- A. Master's Degree in Planning, Architecture, Engineering, Environmental Science, Sociology, Civil Technology, Public Administrator or related field; OR
- B. Bachelor's Degree in Planning, Architecture, Engineering, Environmental Science, Sociology, Civil Technology, Public Administrator or related field and 2 years of experience in community planning, building construction, or building or zoning code enforcement.