

# Greene County Economic Development, Tourism and Planning

## Job Announcement – County Planning Director

**\$65,907 – \$70,907 annually**

This is a professional management position within the Department of Economic Development and Planning. The incumbent in this position provides multi-disciplinary services to the County in the functional areas of planning, housing, transportation, agriculture and farmland development, community development, infrastructure, and capital facility planning. The work involves considerable contact with public officials, businesses, residents, and professional and civic organizations. Work is carried out in accordance with accepted professional planning practices and standards within the operational guidelines of the Department. The work is performed under the direct supervision of the Deputy County Administrator with wide leeway allowed for the use of independent judgment in the performance of job duties and tasks. Supervision is exercised over the work of professional and non-professional employees, as well as the work of outside consultants. Does related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Comprehensive knowledge of principles and practices used in municipal planning; Comprehensive knowledge of current methods used in development and maintenance of planning studies; Thorough knowledge of public administration; Thorough knowledge of techniques used to gather data for statistical analysis and reports; Thorough knowledge of state and local agencies involved in planning; Thorough knowledge of funding sources and application procedures; Thorough knowledge of the goals and objectives of the County as applied to planning functions; Thorough knowledge of modern principles and practices of effective management; Thorough knowledge of applicable laws, rules, regulations, and policies as they affect planning projects; Good knowledge of principles and practices of supervision; Good knowledge of investigative techniques; Ability to prepare and maintain comprehensive plans for development; Ability to plan, supervise, and direct the work of professional planning staff; Ability to meet with community groups and respond to needs and inquiries; Ability to travel including the availability to work on weekends and evenings as required; Ability to establish and meet deadlines; Ability to apply professional planning judgment; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma **AND:**

- A. Possession of a Master's Degree in City, County, Regional, or Urban Planning or closely related field and three (3) years of related professional work experience in municipal, community or regional planning; **OR**
- B. Possession of a Bachelor's Degree in City, County, Regional, or Urban Planning or closely related field and four (4) years of related professional work experience in municipal, community or regional planning; **OR**
- C. Possession of a Bachelor's Degree in Environmental Sciences, Landscape Architecture, Engineering, Public Administration, Geography, or Economics, Economic Development, or a closely related field and five (5) years of related professional work experience in municipal, community or regional planning; **OR**
- D. An equivalent combination of training and experience.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL REQUIREMENT:** Must possess and maintain a valid New York State driver's license with access to transportation to meet travel requirements involving travel to parts of the county and state and occasional travel out-of-state.

Submission of a Greene County employment **application is required** that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. ***You may include a resume but do not substitute a resume.***

**Applications can be obtained at:**

<https://www.greengovernment.com/wp-content/uploads/2019/07/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2019.pdf>

Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or [hr@discovergreene.com](mailto:hr@discovergreene.com) by or before **December 31, 2022**.

**NOTE:** Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a drug screen and back ground check.