



**WASHINGTON COUNTY**  
**OFFICE OF THE ADMINISTRATOR**  
WASHINGTON COUNTY MUNICIPAL CENTER  
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Various Jobs of Washington County Planning Department:

1. County Planning Board
  - a. Clerical Support
  - b. Technical Assistance
2. Advise Town Officials on Planning issues
  - a. Land use issues
  - b. General procedure items ie: grants & referrals
  - c. Agricultural district & land use
3. Oversee County Projects
  - a. Snowmobile Grant
  - b. Tourism & Tourism Working Group
  - c. MS4 / Solid Waste Planning
  - d. Census
  - e. Advisory Council on Historic Preservation
  - f. County Planning Board
  - g. Flood Plan Management Program – Countywide
4. Represent County on various Boards
  - a. Regional Planning Board
  - b. Community Advisory Groups
  - c. Agricultural & Farmland Protection Board
  - d. Fort Edward – Inter-agency Working Group
  - e. Champlain Canalway Trail Working Group
  - f. Statewide Advisory Committee to Governor – ongoing
  - g. Land use Committee of Lake George Watershed Committee
  - h. AGFTC–Adirondack Glens Falls Transportation Corp. Technical Advisory Committee
  - i. CBN Connect Advisory Committee
5. Oversee various Grants
  - a. Senator Little’s Office – DSL line expansion in Cambridge
  - b. Water Expansion Village of Granville (status – open)
  - c. IAP – Intermodal Access Program Grant
  - d. Irving Tissue Grant
6. Other Duties as Required

**DIRECTOR OF PLANNING      1/14/10 Draft**

**DISTINGUISHING FEATURES OF THE CLASS:** The Director of Planning is responsible for the initiation, coordination, direction and review of activities undertaken by the County Planning Department. Projects are assigned to subordinates who are responsible to the Director for their progress and eventual completion. Duties call for the exercise of the highest level of professional knowledge and ability. The Director can also be assigned specialized administrative tasks in programs or activities under the direction of the Board of Supervisors. The Director acts as a liaison to the Planning Board, and reports to the Board of Supervisors from whom administrative direction is received through the appropriate committee. Does related work as required.

**TYPICAL WORK ACTIVITIES (in no particular priority):**

Reviews, maintains and enhances the Washington County Strategic Economic Development Plan annually;

Works cooperatively with the Washington County Local Development Corporation;

Acts as, or oversees, the Washington County TPA for Tourism and I Love New York;

Acts as advisor to, and liaison to the Board of Supervisors for, the Tourism Advisory Council;

Determines feasibility and potential value of proposed projects and makes recommendations on such questions as priorities and the extent and scope of studies;

Assigns responsibility for individual projects to subordinate staff members, if any, coordinates projects and reviews and approves finished work;

May assume tasks related to the County Economic Development program when assigned by the Board of Supervisors;

Periodically evaluates effectiveness of projects under development and issues recommendations to the Board of Supervisors as needed;

Supervises consultants engaged in the preparation of advanced specialized studies;

Maintains contact with government officials, representatives of industry and community leaders regarding planning and economic development objectives of the Board of Supervisors;

Directs the preparation of publicity and news releases acquainting the public with planning and economic development programs of the Board of Supervisors;

Speaks before community groups and other gatherings to further understanding of planning and economic development objectives of the Board of Supervisors;

DIRECTOR OF PLANNING - Cont'd.

Conducts research regarding developments and trends in planning and community development in Washington County and beyond;

Does reconnaissance for, applies at the direction of the Board of Supervisors for, oversees, coordinates and administers grants for Washington County, such as Snowmobile Trail grant program;

Participates in professional meetings and seminars in order to keep informed on current developments;

Provides updates to the Planning Board and Board of Supervisors on department activities and future plans;

Upon request, provides technical expertise to town and village planning and zoning boards on planning; zoning and subdivision control;

Prepares, oversees and administers the department budget and provides related information to the Board of Supervisors.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of the purposes, principles, terminology and practices employed in municipal, regional and community planning and economic development;

Appreciation of agriculture and agriculture related activities and their importance to Washington County;

Ability to coordinate and administer complex projects as assigned by the Board of Supervisors;

Ability to prepare, and/or provide technical expertise for, master plans for community development;

Ability to make professional judgments requiring advanced technical knowledge and skills;

Thorough knowledge of zoning and subdivision practices with special emphasis on the laws and regulations of New York State;

Thorough knowledge of advanced professional techniques in field of planning;

DIRECTOR OF PLANNING - Cont'd.

Thorough knowledge of advanced professional techniques in field of economic development;

Thorough knowledge of professional literature in the fields of planning and economic development;

Demonstrates professional leadership ability;

**MINIMUM QUALIFICATIONS:**

- A.) Completion of a program leading to a master's degree in Planning and one (1) year of experience in municipal, community or regional planning or related work.
- B.) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in Planning, Architecture, Landscape Architecture or Engineering or satisfactory completion of a recognized master's degree program in Sociology, Economics, Urban Geography, Government, Public Administration, Statistics, or other similarly related field and two (2) years of experience in municipal, community or regional planning or related work; OR
- C.) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and three (3) years of experience in municipal, community or regional planning or related work.

Revised 11/21/08

Re-revised 12/17/09