

TOWN PLANNING AND ZONING ADMINISTRATOR

Location: Town of Owego
Classification: Competitive
Salary: To be determined
Adopted: 4/14/77; Reviewed 12/2005; 09/2019; Revised 01/20; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving responsibility for the enforcement of planning and zoning codes and the decisions of the Planning Board and Zoning Board of Appeals. Work is performed according to policies set by the Town Board with wide leeway for exercise of independent judgment in application to particular problems.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Prepares and supervises expenditures of annual budgets for planning and zoning activities;
- Answers inquiries pertaining to planning and zoning;
- Issues building and plumbing permits and collects fees;
- Prepares bid specifications;
- Prepares revisions of zoning maps and makes recommendations for planning changes;
- Enforces provisions of the Multiple Residence Law and the Town's zoning and planning codes and ordinances;
- Attends meetings of Planning Board and Board of Appeals and consults with Town Attorney, Town Highway Superintendent and other officials of planning and zoning matters.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and procedures of modern town planning; thorough knowledge of the development and application of planning and zoning codes; good knowledge of engineering, sociological, economic and environmental factors involved in modern town planning; ability to plan and direct the work of others; ability to establish and maintain cooperative working relations with other governmental departments, officials and the general public; ability to compile complex data and prepare detailed reports; good judgment; initiative; neat appearance; physical condition commensurate with the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of high school equivalency and EITHER:

- a. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Planning, Architecture, Landscape Architecture, Engineering, or a closely related field and two (2) years of full-time experience (or it's part-time equivalent) in municipal, community or regional planning; **OR**
- b. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Planning, Architecture, Landscape Architecture, Engineering, or a closely related field and four (4) years of full-time experience (or it's part-time equivalent) as indicated in a) above; **OR**
- c. Six (6) years of progressively responsible experience as indicated in a) above; **OR**
- d. An equivalent combination of training and experience within the limits of a), b) and c).