

## DIRECTOR OF DEVELOPMENTAL SERVICES

Code No. 3-18-315  
Exempt, pending for  
Town of Irondequoit  
Exempt for Town of Greece

**DISTINGUISHING FEATURES OF THE CLASS:** This position, as chief economic development director is responsible for directing the overall operations of several Town departments primarily involved in commercial and residential development. In addition, supervisory responsibility is exercised over Planning, Zoning, or Environmental Board support staff. The Director works closely with related private and government organizations. The employee reports directly to and works under general supervision from the Town Supervisor. General supervision may be exercised over department directors or supervisors. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Serves as the overall administrator for the following departments: Buildings, Engineering, Planning, Zoning, Community Development. Some jurisdictions may also include administering Code Compliance and the Fire Marshall;

Develops work procedures and workflow to efficiently coordinate the functions of each department to expedite applications from the public and eliminate duplication of effort;

Develops and monitors an overall budget incorporating all departments;

Supervises staff assisting and overseeing the activities of the Town Planning, Zoning, or Environmental Boards;

Oversees the long range planning for future development of the Town;

Serves as staff to the Town Board in matters of zoning, new development applications and special permits;

Represents the Town to various organizations to implement the Town Board's vision for zoning, development and future growth.

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

Thorough knowledge of the operations, functions and objectives of the Town departments of Building, Engineering, Planning, Zoning, and Community Development; good knowledge of budget preparation and control; good knowledge of public administration practices and procedures; good knowledge of NYS International building codes; organizational ability; analytical ability; ability to develop policy and procedures; ability to represent the Town Board to other government officials and private agencies; supervisory ability; ability to develop and implement strategic planning applications; ability to communicate effectively orally and in writing; ability to establish and maintain effective professional relationships particularly with outside contractors, builders and developers; good judgment; physical condition commensurate with the demands of the position.

**SPECIAL REQUIREMENTS:**

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**ADOPTED:** February 18, 1993  
**REVISED:** September 9, 2004