

Director - STERPDB

DISTINGUISHING FEATURES OF THE CLASS: This is a professional administrative position involving responsibility for planning, initiating and directing the day-to-day activities and functions assigned to the Southern Tier East Regional Planning Development Board (STE). The Director also serves as President of Tier Information & Enterprise Resources, also known as TIER, Inc., a non-profit service corporation. The work is performed under the direction of the Regional Planning Board, which covers the Eight County Appalachian Local Development District. Some of the functions for which STERPDB is responsible for include, but not limited to, land use planning, economic development, technical assistance, data collection, and grant and loan administration for Federal and State programs. Direct supervision is exercised over professional and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs STERPDB staff in the various functions of the agency;
Plans and directs implementation of programs which pertain to land use planning, economic development, Appalachian Regional Commission programs;
Provides technical assistance, spatial and non-spatial data collection, and oversees grant and loan administration;
Directs preparation of applications for State and Federal grant programs;
Directs administration of grants from Federal and State sources;
Directs preparation of the regional Comprehensive Economic Development Strategy;
Prepares annual budget and work program for agency;
Prepares staff evaluations, conducts interviews and hires of new staff, and carries out all administrative and management functions of regarding personnel;
Meets with and makes presentations to Federal, State, local public agencies and private organizations or groups;
Supervises and works on preparation of required reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles and practices of regional planning;

Thorough knowledge of accepted practices involved in dealing with Federal and State agencies for grants-in-aid and cooperative efforts;
Ability to direct a multi-purpose planning staff;
Ability to execute studies of specific planning projects;
Ability to present oral and written comments and opinions clearly and concisely;
Ability to secure the cooperation of others;
Ability to plan and supervise the work of others;
Ability to develop and maintain an annual budget;
Ability to exercise discretion and sound judgment;
Ability to deal effectively with Federal and State agencies, as well as the public;
Resourcefulness;
Initiative;
Integrity;
Courtesy;
Tact.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State Registered college or university with a Master's Degree in planning, architecture, environmental science, engineering, geography, public administration, social science or closely related field and five years' experience in state, regional or local planning; OR

- B) Graduation from a regionally accredited or New York State Registered college or university with a Bachelor's degree in planning, architecture, environmental science, engineering, geography, public administration, social science or closely related field and seven years' experience in state, regional or local planning.

R841 11/2/16 (revised)

EXEMPT