



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424

www.ontariocountyny.gov ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 26-011 **POSTING DATE*: FROM:** 2/4/26 **TO:** 3/4/26

JOB TITLE: Director of Planning

2026 RATE OF PAY: \$121,299/yr

LOCATION: Ontario County Planning Department

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

Either:

1. Possession of a Master's Degree in Planning, Civil Engineering, Urban Geography, Landscape Architecture, Environmental Studies, Public Administration, Transportation and Transit Planning and Analysis or a closing related field to Planning, AND six (6) years of full-time paid professional work experience, or its part-time equivalent, in municipal, community, regional or transportation planning, development or redevelopment in a public sector agency, at least three (3) years of which must have been in a management or supervisory capacity; OR
2. Possession of a Bachelor's Degree in Planning, Civil Engineering, Urban Geography, Landscape Architecture, Environmental Studies, Public Administration, Transportation and Transit Planning and Analysis or a closing related field to Planning, AND seven (7) years of full-time paid professional work experience, or its part-time equivalent, in municipal, community, regional or transportation planning, development or redevelopment in public sector agency, at least three (3) years of which must have been in a management or supervisory capacity; OR
3. Eleven (11) years of full-time paid paraprofessional or professional administrative work experience, or its part-time equivalent, in planning, civil engineering, urban geography, landscape architecture, environmental studies, public administration, transportation and transit planning and analysis or a closing related field to planning, at least eight (8) years of which must have been professional level work experience in community planning development or redevelopment in a public sector agency, at least three (3) years of which must have been in a management or supervisory capacity; OR
4. An equivalent combination of experience and training as defined by the limits of (1), (2) and (3) above.

NOTE: Community planning, development, or redevelopment in a public sector agency includes but is not limited to planning and related analyses with respect to land use, zoning, transportation, housing, economic development, the environment, and urban design.

NOTE: There is no substitution for the three years of management or supervisory experience.

Minimum qualifications continued:

SPECIAL NOTE: EDUCATION: 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/U.S. 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 FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

APPLICATION DEADLINE / LAST FILING DATE*: 3/4/26

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

DIRECTOR OF PLANNING

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

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DISTINGUISHING FEATURES OF THE CLASS: This position is a professional and supervisory position involving professional planning work including responsibility for developing, coordinating, administering, supervising, and implementing comprehensive and various planning programs. The Director is expected to be a leader and work with the County's senior administrative team as well as with departments in the County. The incumbent is also responsible for the department budget, monitoring contracts, billing, and legal documentation necessary to qualify for planning grants and in furtherance of other County projects and programs. The work involves considerable contact with public officials, professional and civic organizations and others representing the areas under study. The Director represents the County Administrator and Board of Supervisors in a variety of professional settings. Supervision and management skills are exercised over a number of subordinate positions of various professional and clerical levels. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Develops and implements long-range, strategic planning goals of the Board of Supervisors;
Oversees and participates in the preparation of comprehensive land use, zoning and economic development programs;
Outlines and estimates scheduling of time and costs for individual projects;
Oversees contract services of planning consultants and related specialists to ensure optimum utilization of contractors to complete work plans;
Oversees compliance with local laws, codes, rules and regulations for planning and construction of County building projects;
Administers county planning programs and activities and maintains liaison with other officials, representatives of educational institutions, industry and community leaders involved with comprehensive planning and services in which the county is a part of or affected by;
Provides leadership and participates in the review of individual planning programs of other divisions of government and proposes methods for coordinating such programs with a unified plan on a regional basis;
Coordinates the annual Capital Improvement Plan and other municipal projects as needed and as may be required by law;
Directs staff development issues for the department's employees as part of management oversight of the department in general;
Administers personnel policies and procedures for department employees;
Controls and directs the conduct of consultants employed under various planning grants and for projects managed by the Planning Department;
Reviews contracts and bills from consultants;
Prepares and supervises the preparation of a variety of statistics, data, plans, designs, charts, records and reports;
Prepares, interprets and oversees a variety of local county and municipal plans and ordinances;
Confers with officials of government and representatives of various professional, lay groups and other parties regarding planning policies and objectives;
Prepares and reviews contracts with local governmental units for technical and advisory services as provided for by law;
Directs the preparation of publicity and news releases for acquainting the public with planning programs;
Keeps up-to-date on new developments in the planning field and urban and community development;
Advises and educates town and village planning and zoning boards on planning, zoning and subdivision control matters as requested or as may be required by law.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the purposes, principles, terminology and practices involved in municipal, regional or community planning;
Thorough knowledge of zoning and subdivision practices;
Good knowledge of ag-district review processes;
Ability to prepare and supervise the preparation of complex details and master plans for community development;
Thorough knowledge of current methods for collecting, analyzing and interpreting statistical data;
Good knowledge of legislation, current problems and professional literature in field;
Working knowledge of the administrative aspects of planning grants;
Ability to understand complex oral and written directions;
Ability to plan and supervise the work of others;
Ability to get along well with others;
Initiative and resourcefulness;
Sound judgment;
Leadership.

REVISED: OCTOBER 2, 2012; JANUARY 30, 2026

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE (POLICY INFLUENCING/CONFIDENTIAL)

JURISDICTIONS: ONTARIO COUNTY DISTRICT ATTORNEY

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES