

PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This is an entry level professional position involving responsibility for exercising independent judgment in the direct undertaking of professional planning work and related research. Work is performed under the general supervision of the Director of Planning and Development, and requires independent responsibility and a high level of professional performance in planning, assigning, reviewing, coordinating, facilitating and undertaking a variety of complex planning tasks. The incumbent is either assigned to lead major projects or complete phases of projects. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Reviewing work performed and direct supervision of support staff and interns;
- The preparation and revision of municipal master plans, agricultural districting plans and elements of the County Comprehensive Development Plan;
- The preparation of and revision zoning ordinances, subdivision regulations, design standards, and other local land use controls;
- The review and preparation of recommendations concerning zoning matters, subdivision matters, other kinds of land use policy and development matters, county capital project proposals, and other agency plans and proposals;
- The undertaking of surveys related to land use, housing, and other planning concerns;
- The coordination of departmental activities with other public agencies;
- The preparation of written reports and graphics related to the above activities and the oral presentation of departmental recommendations to community groups, legislative bodies, other public officials, boards and agencies, and the general public;
- The representation of the Department of Planning and Development on official committees, at public hearings, in legislative meetings, and in other public meetings;
- The organization of training workshops for municipal land use officials;
- Other related tasks as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, and PERSONAL CHARACTERISTICS:

- Good knowledge of the principles and procedures of planning and related research;
- Ability to work independently with a decreasing degree of supervision during tenure;
- Ability to exercise sound professional judgment;
- Ability to analyze under tight time constraints, complex problems and to reach sound solutions;
- Ability to undertake complex planning and related research work at a high professional level;
- Ability to present oneself well and communicate effectively both orally and in writing;
- Ability to supervise support staff and interns in their work effectively;
- Ability to get along well with others;
- Ability to provide own means of transportation to conduct field assessments of various sites throughout the County;
- Ability to attend night meetings;
- Proficiency with word processing, spreadsheet, database, and presentation software;
- Familiarity with Geographic Information System (GIS) software;
- Familiarity with governmental procedures, New York State planning and zoning law, and the State Environmental Quality Review Act,
- Initiative and resourcefulness;
- Physical condition commensurate with the demands of the position.

Planner continued page 2**MINIMUM QUALIFICATIONS:****OPEN COMPETITIVE:**

- (A) Graduation from a regionally accredited or New York State registered college with a Master's degree in City or Regional Planning; OR
- (B) Graduation from a regionally accredited or New York State registered college with a Bachelors degree in Geography, Planning, City Planning or Regional Planning; OR
- (C) Graduation from a regionally accredited or New York State registered college with Bachelors degree in Architecture, Landscape Architecture, Engineering, Economics, Geography, Government, Public Administration, Political Science, Environmental Studies or related field and two years of full-time paid experience in municipal, county or regional Planning or related work; OR
- (D) Completion of at least 100 credit hours from a regionally accredited or New York State registered college recognized college or university toward a Bachelor's degree program in Planning, City Planning or Regional Planning, including completion of 35 credit hours within the Planning major with the exception of a thesis or practicum and Graduation from a regionally accredited or New York State registered college with a Bachelor's degree in Planning, City Planning or Regional Planning within eighteen months of appointment.

Special Requirements: Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrates their ability to meet the transportation needs of the job at the time of appointment.

05/03/1989

05/21/2015

1/28/2021

CLASS: COMPETITIVE