

PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This is professional work involving responsibility for performing basic office and field assignments in connection with municipal, regional, or community planning including participation in studies, providing local governments information and guidance on zoning, subdivision, land use, transportation, energy and other planning topics. Work assignments may increase in level of complexity and responsibility as the incumbent's professional competence increases. Duties are performed under the general supervision of higher Planning professionals with leeway allowed for the exercise of independent decision making. Supervision may be exercised over the work of clerical and nonprofessional personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Participates in studies involving research, investigation, and analysis of sociological, economic and environmental factors related to municipal, regional or community planning; Assists in collection, tabulation and analysis of data on census statistics for use in population reports; Assists in studies relating to traffic, parking and other public facilities; Assists and advises towns and communities relative to adopting and administering subdivision and/or zoning regulations, local laws, municipal plans and other planning matters; Attends municipal board meetings through the circuit-riding program providing advice and guidance for reviews and administration of local laws; Prepares SEQR and NEPA reports and assists with appropriate environmental review coordination and filing; Prepares line drawings, charts, graphs, GIS generated mapping and other illustrative materials; Obtains and collates statistical data relative to capital improvement programs covering such subjects as tax base, elements of municipal indebtedness and sources of revenue; Assists communities seek funding through research and grant writing services; Assists in the development of plans, reports, local laws and educational materials for use by local municipalities; Works as a liaison to the Delaware County Planning Board; Prepares and maintains a variety of complex written records and reports; Performs miscellaneous office work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the purposes, principles, terminology and techniques employed in municipal, regional, and community planning, Working knowledge of the local sociological, economic and environmental conditions; Working knowledge of the principals and practices of drafting, graphics and GIS mapping as applied to planning assignments; Working knowledge of acceptable methods for data collection, analysis, and interpretation; Working knowledge of the SEQR and NEPA processes; Ability to perform research and to prepare detailed reports; Ability to lay out and develop graphic materials; ability to get along well with others; Ability to communicate effectively both orally and in writing; Sound professional judgment, Initiative and resourcefulness; Ability to deduce problems and develop sound objective solutions; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Open Competitive: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in planning; OR
- B. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in planning related field and one year of full-time paid or part-time paid equivalent experience in municipal community or regional planning or related work; OR
- C. Graduation from a regionally accredited or New York State registered two year college with an associate degree in planning or related field and three years of full-time paid or part-time paid equivalent experience in municipal community or regional planning or related work; OR
- D. An equivalent combination of training and experience as indicated in A, B, or C above.

NOTE: Education beyond secondary level must be from a regionally accredited or New York State registered college or university in planning or related field may be substituted for experience on a year-for-year.

NOTE: Internships that are a part of a degree requirement are not considered additional work experience.

Revised 12/21/89, 10/30/97; 11/8/04; 8/4/15, 5/23/17; 3/1/18
Reviewed 9/9/97, 9/26/00; 2/18/09; 6/12/12