

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 general supervision 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 adopting and administering subdivision and/or zoning regulations and other planning matters; Prepares line drawings, charts, graphs, 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; 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 and graphics as applied to planning assignments; Working knowledge of acceptable methods for data collection, analysis, and interpretation; 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; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Promotion: One year as a Planner Trainee, with at least six months of permanent status.

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 fulltime paid or parttime 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 two years of fulltime paid or parttime 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: 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

Reviewed 9/9/97, 9/26/00; 2/18/09