

TOWN PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult technical planning work with responsibility for review and approval decisions relative to landsite plans, as well as enforcement of local zoning ordinances. Responsibilities include position planning and development for land utilization and physical facilities of a local community and for planned and orderly growth, development and improvement in the community. Work is performed under general supervision of the Town Supervisor and/or Town Board. Direct supervision is exercised over the work of subordinate technical and clerical personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Planning Board:

Reviews materials submitted by design professionals for completeness and prepares memos describing applications' current status and any outstanding items which need to be completed;

Coordinates review process for applications before the Board with Town's consultants and project design professionals;

Reviews applications and agendas with Planning Board Chairman;

Coordinates the State Environmental Quality Review Act procedures for applications before the Board and files, as appropriate, all SEQRA documents;

Prepares associated materials and submissions for Planning Board members;

Prepares and files Resolutions and Determinations as requested;

Reviews bills for Professional Plan Review and Inspection Fees submitted by the Town Engineer;

Coordinates and/or prepares such studies and reports as may be requested by the Planning Board;

Reviews and makes final determination on fill permit applications;

Coordinates the preparation of annual budget;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

Zoning Board of Appeals:

Reviews materials submitted by design professionals for completeness and prepares memos describing application's current status and any outstanding items which need to be completed;

Coordinate review process for applications before the Board with
Town's consultants and project design professionals;
Reviews applications and agendas with ZBA Chairman;
Prepare associated materials and submittals for ZBA members;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the theories, concepts and techniques of municipal planning; good knowledge of the problems involved in land development planning work, good knowledge of pertinent municipal, county and state planning regulations and rules; good knowledge of pertinent local zoning ordinances; working knowledge of Geographic Information System (GIS) hardware and software for the purpose of program database analysis and application; ability to provide professional advice, guidance and assistance to local community, and others interested in land development planning work; ability to prepare technical correspondence in the course of official duties; ability to organize assigned technical planning work and develop effective work methods; ability to establish and maintain cooperative working relationships with contractors, public officials and the public; ability to read maps, plans and specifications; ability to communicate both orally and in writing; tact and courtesy; mental alertness.

MINIMUM QUALIFICATIONS: Either

- a) Master's degree in Planning or a related field; or
- b) Bachelor's degree in Planning or a related field and one (1) year of technical work experience in planning or related work which included use of personal computers and familiarity with Geographic Information Systems (GIS); or
- c) Associate's degree and three (3) years of technical work experience in planning or related work which included use of personal computers and familiarity with Geographic Information Systems (GIS); or
- d) Graduation from high school and five (5) years of technical work experience in planning or related work which included use of personal computers and familiarity with Geographic Information Systems (GIS); or
- e) An equivalent combination of training and experience as described in a), b), c) and d) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.