

PLANNER I

DISTINGUISHING FEATURES OF THE CLASS: This is technical and professional planning work of a complex nature which involves responsibility for independently concluding routine and special projects and assisting in the development of programs. Independent use of a variety of planning research and analytical techniques is required. Evening work is occasionally required of employees in this class. Work is performed under general supervision of higher level Planning professionals. Supervision may be exercised over a small number of employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares planning studies relating to such areas as transportation, economic development, land use, county facilities and services, housing, environment, etc.
Prepares impact analyses of various projects;
Develops grant applications;
Meets as required with local elected and appointed officials, the general public, and federal, state, and regional officials;
Supervises para-professionals or technicians in compilation of data necessary for planning studies;
Plans and executes field assignments;
Makes studies and drafts revisions of zoning ordinances, subdivision regulations and related planning controls;
Meets with local planning agencies, officials, professionals and the public;
Supervises and participates in the compilation and analysis, both written and graphic, of a variety of technical planning studies;
May compile and analyze factual data of economic characteristics and capital programming.
May help prepare publicity and news releases for Planning programs;
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.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Good knowledge of the principles, practices and techniques of municipal and county planning; good knowledge of the organization and operation of municipal government in New York State; ability to design and administer research studies; ability to supervise; ability to establish and maintain effective working relationships with others; ability to present ideas clearly and concisely both orally and in writing; resourcefulness.

MINIMUM QUALIFICATIONS: Either

- a) Masters degree in planning, landscape architecture, building or civil engineering, geography, social science, or related field; or
- b) Bachelors degree with a major course of study in planning, landscape architecture, building or civil engineering, geography, social science, or related field, and one (1) year of experience in municipal, economic or social planning; or
- c) An equivalent combination of training and experience as described in a) and b) 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.