

## PLANNER II

DISTINGUISHING FEATURES OF THE CLASS: This is a high level technical professional planning work of a complex nature involving responsibility for the development and effecting of planning programs. Work may include some administrative responsibilities in the absence of the Director. Additionally, the Planner II serves as the Disadvantaged Business Enterprise Liaison Officer (DBLO)\*. Evening work is occasionally required. General supervision is received from higher level planning professionals. Supervision may be exercised over a number of employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in setting up the priorities and procedures for staff planning programs;

Assists in organizing and administrating the staff planning activities;

Assists in the management of transportation systems and housing program;

Organizes and implements county participation in federally mandated planning programs;

Oversees various capital projects, including supervision of design and construction, and interaction with permitting agencies;

Prepares grant applications for capital transportation project funding, with responsibility for follow-through regarding entire grant process;

Serves as Disadvantaged Business Enterprise Liaison Officer (DBLO)\*, which includes goal-setting, planning, implementation, reporting, monitoring, etc. regarding the DBE program;

Confers directly with the County Executive on all matters pertaining to the DBE Program\*;

Prepares reports and reviews the preparation of staff reports on all planning activities including studies of public and private land use; population growth; economic development; transportation and vehicular circulation systems; zoning and subdivision controls, and comprehensive plans;

Confers with public officials, members of planning boards and the public on planning problems;

Addresses community groups on planning problems and programs;

Attends and participates in conferences;

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 AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles, practices and techniques of municipal and county planning including economic analysis and capital programming; good knowledge of the organization and operation of municipal government in New York State; good knowledge of the fundamentals of supervision; familiarity with administrative practices and techniques; skill in the design and administration of research studies; ability to communicate effectively 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 fields, and one (1) year experience in municipal planning; or
- b) Bachelor's degree with a major course of study in planning, landscape, architecture, building or civil engineering, geography, social science, or related field, and two (2) years experience in municipal, economic or social planning; or
- c) An equivalent combination of training and experience as indicated 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.

\* SPECIAL NOTE: The Putnam County Disadvantaged Business Enterprise Liaison Officer (DBLO), as required by the Federal Transit Administration, has direct and independent access to the County Executive on all matters pertaining the county's Disadvantaged Business Enterprise (DBE) Program, prepares the annual DBE goals and the semi-annual DBE Uniform Report of Awards/Commitments, and implements, monitors and updates as needed all aspects of the DBE Program Plan.