

PRINCIPAL PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This is professional planning work at a supervisory level involving responsibility for overseeing the preparation of plans and reports on a municipal, regional or county level. Responsibilities include issuing assignments and assisting staff in accomplishing the goals and objectives of the department. Considerable contact with public officials, professional and civic organizations and others representing areas under study is involved. Work is performed under general guidance of the Director of Planning and Development with wide leeway allowed for the use of independent judgment. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Conducts and provides project leadership for planning studies and grants;

Organizes, plans and conducts educational programs and informational seminars to increase public awareness of departmental services and to provide advisory and technical assistance to local officials to facilitate the implementation of various recommendations, programs and ordinances;

Confers with public officials, members of boards and commissions and the public on planning and development issues;

Performs analyses of land use, economic, demographic, social, environmental and transportation related information and develops reports on same for use in the planning process;

Completes special projects assigned by the Director of Planning and/or the County Executive;

Reviews and provides recommendations on local planning, zoning and subdivision issues that are referred pursuant to state, county and local laws, regulations and ordinances;

May direct the work of others and review while in progress and upon completion;

Performs and 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 KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of the principles, practices and techniques of municipal and county planning including economic analysis and capital programming; thorough knowledge of federal, state and local economic development programs and practices; thorough knowledge of appropriate federal, state, local and private planning and economic development grant

PRINCIPAL PLANNER (cont'd)

sources and demonstrated ability in grants writing; thorough knowledge of zoning and subdivision practices; thorough knowledge of current methods for collecting, analyzing and interpreting statistical data; good knowledge of legislation, current problems and professional literature in the field; ability to prepare and supervise the preparation of complex reports and master plans for community development; ability to understand complex oral and written directions ability to prepare complex written reports; ability to plan and supervise the work of others; ability to communicate clearly and concisely, both orally and in writing; ability to exercise discretion and sound judgment; ability to layout work; initiative and resourcefulness.

MINIMUM QUALIFICATIONS: Either

- a) Masters degree in planning, civil engineering, urban geography, landscape architecture, government, public administration, economics, business administration or related field and three (3) years of experience in municipal, community, regional or transportation planning; or
- b) Bachelors degree in planning, civil engineering, urban geography, landscape architecture, government, public administration, economics, business administration or related field and four (4) years of experience in municipal, community, regional or transportation planning; or
- c) An equivalent combination of experience and training as defined by the limits of 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.