

Department: Planning
Classification: Competitive
Grade: 14

SPEC DISK B2
DOCUMENT 30

ASSOCIATE PLANNER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing difficult and complex planning duties at a supervisory level in the preparation of plans and related reports on a municipal, county, metropolitan or regional level. Additionally, the work usually involves considerable contact with public officials, professional and civic organizations, and others representing the areas under study. In a large planning unit, an Associate Planner is given direct responsibility for a major share of the projects undertaken by the unit. In a smaller agency, an Associate Planner may either function as the head of the unit or assistant to the department head. As a result of this additional supervisory and/or administrative responsibility this class is distinguished from that of a Senior Planner. Supervision is exercised over varying numbers of subordinate professional and sub-professional positions. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises the preparation of comprehensive land use, regulation zoning, economic and commercial revitalization development planning programs;

Confers with officials of government and representatives of various professional and lay groups and other parties regarding planning policies and objectives;

Prepares and supervises specialized site planning and design projects such as plans for industrial parks, public beaches and recreation areas;

Develop methods for the acquisition and interpretation of extensive and involved research and statistical data;

Prepares and supervises the preparation of a variety of planning statistics, data, plans, designs, charts, records and reports;

Attends meetings with public officials, civic leaders and various other individuals and groups interested in planning matters under study or consideration;

Prepares data for a variety of grant application strategies;

Oversees and supervise the review of individual planning programs of smaller divisions of government and proposes methods for coordinating such programs with the unified plan;

Formulates, initiates and implements specific development planning projects and strategies;

Addresses lay and professional groups in connection with planning activities;

Consults with the Director and subordinate staff to achieve maximum coordination of the planning program;

Provides technical assistance to municipalities in areas such as review of proposed subdivisions and research and advice in administration of local land use regulations;

Outlines assignments to subordinate planning staff and estimates scheduling of time for individual projects;

Prepares a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the purposes, principles, terminology, and practices involved in municipal, regional or community planning; thorough knowledge of the principles and practices of drafting, mapping and graphic visual methods as applied to municipal planning; thorough knowledge of zoning and subdivision practices related to municipal planning activities; thorough knowledge of current methods for collecting, analyzing and interpreting statistical data for planning purposes; good knowledge of legislation, current problems and professional literature in the municipal planning field; good knowledge of the sociological, economic, environmental, engineering, design and research factors in problems

involved in community planning; ability to understand complex oral and written directions; ability to plan and supervise the work of others; ability to communicate ideas effectively with lay persons and government officials; ability to prepare and supervise the preparation of complex detail and master plans for community and economic development; ability to get along well with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Planning, Architecture, Landscape Architecture, Urban Geography, Engineering or field related to Planning and four years of experience in municipal, regional or community planning, one year of which must have been in a supervisory or administrative position; or

(b) Graduation from a regionally accredited or New York State registered college or university with a Masters degree in Sociology, Economics, Urban Geography, Government, Public Administration, Statistics and three years of experience as defined in (a) and one year of which must have been in a supervisory or administrative position; or

(c) Graduation from a regionally accredited or New York State registered college or university with a Masters degree in Planning, Landscape Architecture, Community or Municipal Planning and three years of experience as defined in (a), one year of which must have been in a supervisory or administrative position; or

(d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).