

Department: Planning
Classification: Competitive
Grade: 12

SPEC DISK BA
DOCUMENT 27

JUNIOR PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This is a beginning level of professional work in the field of planning. Employees in this class perform limited office and field assignments in connection with municipal, regional, or community planning. The incumbents in this class assist in research, preparation of reports and studies with regard to planning problems. The work is performed under the direct supervision of the County Planner or higher level Planning Office employee. Occasional supervision may be exercised over the clerical personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Participates in studies involving research, investigation, and analysis of sociological, economic, and environmental factors related to municipal, regional, and community planning;

Assists in the collection and tabulation of data regarding demographic, real property, economic, and environmental factors related to municipal and community planning;

Helps to prepare charts, drafts, and other illustrative materials;

Prepares line drawings, charts, designs, and layouts to scale;

Obtains and collates statistical data relative to capital improvement programs;

Participates in meetings with civil and business leaders to determine regional and community planning needs;

Assists in the preparation of grant/loan applications for state, federal, and regional agencies to obtain financing for specific infrastructure improvements;

Performs miscellaneous office work including the maintenance of records, filing, copying, and related duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Working knowledge of the purposes, principles, terminology, and practices employed in municipal community and regional planning; working knowledge of the sociological, economic, environmental, engineering, designs, and research factors in problems involved in community planning; working knowledge of the principles and practices of drafting, mapping, and graphic visual methods for data collection analysis and interpretation of statistical data; working knowledge of basic research methods and techniques; ability to understand complex oral and written directions; computer skills, involving but not limited to word processing, spreadsheet, and GIS software; excellent writing skills; ability to get along well with others; ability to communicate and deal effectively with others; good judgment; physical condition commensurate with the demands of the positions.

JUNIOR PLANNER, Continued

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree in sociology, economics, geography, government, public administration, architecture, landscape architecture, civil or environmental engineering, environmental studies, planning, or a field similarly related to planning.

Adopted 12/20/00