

Department: Planning  
Classification: Competitive  
Grade: \_\_\_\_\_

SPEC DISK B2  
DOCUMENT 59

### PLANNER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing limited office and field assignments in connection with municipal, regional or community planning projects. Within this job concept, however, assignments increase in complexity and responsibility as incumbents increase in professional competence. The work is performed under general supervision of a higher level planner or other supervisor with limited leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision may be exercised over the work of clerical, drafting and other non-professional personnel. The incumbent does related work as required.

#### TYPICAL WORK ACTIVITIES: (Illustrative only)

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

Collects, analyzes and tabulates data on census statistics for use in solid waste, population, housing, community development and land use reports;

Oversees the planning and implementation aspects of a regionalized solid waste management system, including arrangements for financing, engineering and administration, design and construction of new facilities and closing existing facilities;

Monitors development of State and Federal funding as an aid in preparation of grant applications;

Provides technical planning assistance to consulting engineers, State and Regional agencies, local governments and the public;

Aids in studies relating to open space parking, community development, solid waste, rural wastewater and other facilities for municipalities and other subdivisions of government;

Obtains and collates statistical data relative to capital improvement programs concerning such subjects as tax base, elements of municipal indebtedness and sources of revenues;

Participates in meetings with civic and business leaders, engineers, neighborhood groups, planning committees and local government officials to determine regional and community planning needs;

Reviews and critiques requests for zoning variances, housing redevelopment and rehabilitation, land use changes, solid waste management, wastewater treatment, subdivision plans and assists in redesigning the residential, commercial, or industrial components to conform to the municipality's zoning and subdivision requirements;

Develops data based on a variety of community and regional planning projects including economic analysis, life of facilities, and operation and management practices;

Attends neighborhood, community development and local meetings to offer staff assistance in interpretation of State and Federal regulations relative to community planning projects and programs;

Supervises coordination of and facilitation of implementing aspects concerning water quality planning by local communities in the county;

Prepares and oversees printing and distribution of news releases and newsletters to the public concerning a variety of planning projects and related problems;

Supervises survey crews members engaged in collecting and checking planning data for a variety of projects.

PLANNER - Continued

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the purposes, principles, terminology and practices employed in municipal planning; working knowledge of the sociological, economic, environmental, engineering, design and research factors in problems involved in community planning, working knowledge of the principles and practices of drafting, mapping and graphic visual methods as applied to community planning; working knowledge of current accepted methods for collection analysis and interpretation of statistical data for planning purposes; working knowledge of basic research methods and techniques used in municipal planning; ability to understand complex oral and written directions; ability to conduct field studies and research projects in development of community planning projects; 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 Bachelors degree in Planning, Architecture, Landscape Architecture, Urban Geography, Engineering, or a field related to planning and one year of experience in municipal, community or regional planning; 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, or related field and one year of experience as defined in (a); or

(c) Graduation from a regionally accredited or New York State registered college or university with a Masters degree in Planning, Community or Municipal Planning, Landscape Architecture; or

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