

ASSISTANT PLANNER (ENVIRONMENTAL PLANNING)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level Planner, an incumbent of this position is responsible for assisting in conducting planning studies, preparing reports, and developing recommendations regarding the probable environmental consequences of proposed policies, plans and projects. This is an entry-level professional position during which time an incumbent gains experience. Subsequent to satisfactory completion of one year of service, incumbents are eligible for promotion to the Planner level. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in the conduct of environmental planning studies by gathering information relating to natural resources and researching environmental data relating to environmental and land use factors; uses Geographic Information Systems to identify targeted areas of study;

Assists in the interpretation of field study data or research findings to ascertain how the aforementioned factors may affect or be affected by a policy, plan or proposed action;

Prepares sketches, maps, charts, memoranda, and environmental reports from reference materials;

Participates in the analysis, development, revision and updating of natural resources and wetland inventories, state-of-environment reports and recommendations for county environmental policies and plans;

Prepares and/or reviews Environmental Impact Statements;

Participates in hearings, conferences and seminars as assigned;

Confers with various County departments, regional, state and federal agencies concerning environmental planning issues;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Participates in staff meetings for the purpose of work review, planning of projects, and to keep abreast of departmental operations;.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles, practices and techniques involved in environmental planning; good knowledge of the techniques applied in municipal and regional physical planning; knowledge of the conduct and/or preparation of environmental assessments and environmental impact statements; knowledge of Geographic Information Systems uses and technical applications relating to conduct of environmental planning studies; ability to formulate and prepare detailed reports relating to land use and natural resource factors by analyzing information obtained on field investigations; ability to interpret visual data from maps and

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd.)

charts; ability to prepare sketches, maps and charts from field studies laboratory data and technical reports; ability to express oneself effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; tact; good judgment; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Bachelor's Degree* and two years of experience (pre or post-Bachelor's Degree*) where the primary function of the position was in Environmental Science or Environmental Planning; or (b) Bachelor's Degree* in Environmental Science, Biology, Ecology, Geology, Plant and Soil Science, or a related area of Planning and one year of experience as defined in (a); or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

SUBSTITUTIONS: A Master's Degree* in Environmental Science, Biology, Ecology, Geology, Plant and Soil Science, or a related area of Planning may be substituted at the rate of 30 credits per year of experience for up to two years.

*SPECIAL 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.

NOTE #1: Teaching Environmental Science or Environmental Planning may not count towards the required experience.

NOTE #2: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.