

ASSOCIATE PLANNER (ENVIRONMENTAL PLANNING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class formulates, plans, coordinates and participates in technical and non-technical environmental studies relating to the long range planning of natural resources and the environmental quality of Westchester County. Responsibilities involve providing technical assistance to municipalities and County departments, and supervising and participating in the analysis of the environmental impact of capital projects proposed by the County. This class is distinguished from the Planner level by the complexity and scope of work and the technical oversight the Associate Planner is authorized to provide to consultants, municipalities or contracted employees working on capital improvement projects. Guidance and project leadership is exercised over subordinate Planners. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates and provides leadership and guidance to lower level Planners in the preparation of both broad-based and detailed environmental planning studies related to natural resource management and environmental protection issues and concerns;

Incorporates the use of Geographic Information Systems technology in the conduct of research and studies relating to environmental planning;

Maintains liaison with local officials and technical personnel from other agencies to discuss and review problems and issues of mutual concern;

Leads and guides other Planners in the division by providing training in environmental planning methods, setting priorities, reviewing progress of projects, and providing direction and technical assistance as needed;

Prepares State Environmental Quality Review Act (SEQR) documentation and related technical assessments for County projects;

Performs complex and in-depth analytical environmental studies and research by utilizing natural resources and environmental data and reports relating to environmental and land use factors;

Analyzes local laws for wetlands, erosion control, steep slopes, flood-plain management, and related codes designed to protect natural resources, as well as subdivision regulations that impact natural resources and environmental quality; prepares reports and recommendations thereon;

Assists municipal and County officials in coordinating environmental planning elements with the comprehensive and master plans of the County and with the plans of bordering jurisdictions;

Reviews and oversees the preparation and analysis of environmental site audits;

Supervises and/or participates in the preparation of sketches, charts, maps, etc., from site surveys or from existing office materials;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Performs computer-based analyses of land use, economic, demographic, geographic, social, and cartographic information and develops reports for use in the planning process;

Receives and responds to requests for environmental planning data as well as related technical publications;

Organizes and prepares materials for the monthly meetings of the Soil and Water Conservation District Board and the Environmental Management Council; attends meeting and participates by providing technical assistance and advice;

Participates in and leads staff meetings for the purposes of work review, planning of projects, and the keep staff abreast of departmental operations;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices and techniques involved in environmental planning and in the conduct of studies and site surveys; thorough knowledge of the natural sciences and the general principles of environmental science and regional planning; good knowledge of local, state, and federal environmental regulations and land use principles and practices; good knowledge of Geographic Information Systems uses and technical applications relating to the conduct of environmental planning studies; ability to conceive, organize and conduct technical and non-technical environmental studies; ability to analyze, evaluate and interpret a broad range of environmental planning data; ability to prepare sketches, charts and maps from field studies and office materials; ability to plan and supervise the work of subordinate staff; 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; initiative; tact; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* and five years of experience where the primary function of the position was in the performance of Regional, County or Municipal Environmental Science or Environmental Planning activities; or (b) a Bachelor's Degree* in Environmental Science, Biology, Botany, Ecology, Chemistry, Geology, Plant and Soil Science or a related area of Planning and four years of experience as defined in (a).

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

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

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.