

ASSOCIATE PLANNER (PLANNING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class plans, organizes, supervises and coordinates the conduct of physical planning studies and the implementation and management of projects. Incumbents may be assigned to various divisions within the Planning Department. This level is distinguished from the Planner level by scope and complexity of work. Guidance and project leadership is exercised over Planners, technical support and clerical staff as well as consultants and contract employees. Supervision is exercised over subordinate planning staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Provides guidance and project leadership in the conduct of physical planning studies by establishing guidelines, timetables for expected study completion, and by directing the collection, compilation and analysis of data;

Formulates, plans and organizes physical planning studies relating to existing and potential land use, zoning, population distribution, housing, traffic, soil and water conservation, sanitary issues, etc.;

Evaluates and/or prepares reports and recommendations based on field studies and site surveys;

Forms recommendations and prepares reports on proposed changes in local zoning, subdivision and related regulatory requirements, proposed construction programs, and other proposals which may affect the County's general development or specific assets;

Receives and responds to requests from County staff and officials, local officials and the private sector for information; delegates requests to subordinate staff as necessary;

Supervises and/or participates in the preparation of sketches, site designs, and maps from field study data and reference materials;

Establishes and maintains contact with local, regional, and state officials to develop and review projects and to resolve problems with regard to same;

Analyzes local zoning ordinances, sub-division regulations and related measures to ensure compliance with state and federal planning codes;

Assists municipal and County officials in the coordination of capital projects and other planning studies involving the County, its municipalities, and bordering jurisdictions;

Organizes and prepares graphic and written materials and other presentations for departmental use and for dissemination to municipalities;

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

Prepares and analyzes reports concerning environmental issues relating to the physical development of the County;

Participates in or leads staff meetings for the purposes of work review, planning of projects, and to 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;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the general principles and techniques used in County, municipal and regional land use planning; good knowledge of zoning and sub-division principles and practices; ability to conceive, organize and conduct physical planning studies; ability to analyze and interpret physical planning data; ability to prepare sketches, design and maps from field studies or office materials; ability to communicate effectively both, orally and in writing; ability to use Geographic Information Systems (GIS) and related computer applications; 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; resourcefulness; imagination; tact; 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 was physical planning**; or (b) a Bachelor's Degree* in City, Urban or Regional Planning, Landscape Architecture, Architecture or Civil Engineering and four years of experience as defined in (a); or (c) a satisfactory combination of training and experience as defined by the limits of (a) and (b).

SUBSTITUTIONS: Satisfactory completion of a Master's Degree* in City, Urban or Regional Planning may be substituted for two years of the specified experience. Satisfactory completion of 30 credits* towards a Master's Degree* may be substituted on a year for year basis for up to two years of the specified experience. A five-year Bachelor's Degree* in Landscape Architecture may be substituted for one year of experience.

**DEFINITION: Physical planning is defined as the reading and writing of zoning ordinances text and translating that information into how to design the use of a piece of land to meet the requirements set forth in the text. As such, work would include the review of site plans and construction plans to envision the project.

*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.

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Job Class Code: C0184
Job Group: XII