

PLANNER (PLANNING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class prepares and conducts physical planning studies and participates in the implementation and management of community development projects. Incumbents may be assigned to various units within the Planning Department. This is considered as the professional level in the Planning series and is distinguished from the Associate Planner by complexity and scope of work. Supervision is not a responsibility of this position, although guidance and leadership may be provided to other Planners and departmental support staff as needed. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in the formulation of physical planning studies relating to existing and potential land use, zoning, population distribution, housing, traffic, soil and water conservation, sanitary issues, etc.;

Plans and conducts field and site studies and prepares reports and recommendations based on findings;

Reviews and forms recommendations 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 related to area of assignment;

Prepares sketches, site designs, and maps from field study data and reference materials using Geographic Information Systems (GIS);

Prepares reports and memoranda on particular studies including charts, graphs, tables, etc.;

Presents reports and findings of reviews to County Planning Board and participates in public forums as needed;

Assists in the preparation and analysis of reports concerning environmental issues relating to the physical development of the County;

Consults and maintains contact with federal, state and local agencies whose programs may have impact on County operations;

Confers with local officials and agencies concerning planning projects and long-range planning objectives;

Keeps abreast of current trends in the field and reviews relevant literature, documents and basic texts for purposes of referral;

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

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

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

May perform other incidental tasks, as required.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the general principles and techniques used in county, municipal, regional and environmental planning; good knowledge of zoning and subdivision principles and practices; good knowledge of federal, state, and local laws affecting planning policies in area of assignment; ability to conceive, organize and conduct physical planning studies from available reference materials and field surveys; ability to interpret visual and statistical data from maps, charts, and graphs; ability to compile, analyze and interpret physical planning data; ability to prepare maps, charts, and graphs from field studies and technical work of others; ability to communicate technical concepts and ideas to non-technical personnel and the public; ability to reason logically, both inductively and deductively; ability to communicate effectively, both orally and in writing; ability to prepare and present concise factual reports; 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 duties of the position resourcefulness; organizational ability; initiative; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* and three years of experience (pre or post-Bachelor's Degree) where the primary function of the position was physical planning**; or (b) a Bachelor's Degree* in City, Urban or Regional Planning, Landscape Architecture, Architecture, Civil Engineering or a related area of Planning and two years 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: 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* in Landscape Architecture, Architecture or Civil Engineering or a related area of Planning may be substituted at the rate of 30 credits* per year of experience 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 the specified 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.

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 accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.