

## PLANNER (REHABILITATION SPECIALIST)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for undertaking reconnaissance studies in the Urban County consortium communities to identify those target areas suitable for rehabilitation and preservation. The incumbent assists property owners in the development of a rehabilitation program, the preparation of preliminary work specification, and in the development of cost estimates. This is considered as the professional level in the Planning Series and is distinguished from Associate Planner by complexity and scope of work. The Associate Planner may have responsibility for division operations and has a broader scope of supervisory responsibility. Supervision may be exercised over a small number of Assistant Planners; does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Provides a significant amount of assistance to the Associate Planner, in the selection of consultants and contractors;

Maintains responsibility for the monitoring of progress on construction projects;

Makes final certifications on all rehabilitative projects with the concurrence of supervisor;

Meets with local officials to determine how local community development goals and objectives address rehabilitation and preservation;

Conducts preliminary inspection visits to properties to be rehabilitated to explain guidelines, assist in application preparation, develop rehabilitation plans, work specifications, and cost estimates;

Assists in the selection of consultants and contractors and monitors progress of ongoing construction projects;

Performs reconnaissance studies in participating urban county consortium communities, with particular emphasis on rehabilitation and preservation;

Prepares maps, sketches and renderings of rehabilitation projects and project areas, illustrating such aspects as before-and-after conditions, alternative concepts, etc.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles involved in community development analysis and implementation; ability to perform detailed neighborhood analysis relating to rehabilitation needs; ability to prepare sketches, designs, maps and other graphic materials to illustrate a recommended plan; ability to work with consultants, contractors, financial institution representatives, property owners and local officials in the development of and implementation of a rehabilitation program; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school diploma or equivalency and either: (a) Associate's Degree\* in Architecture Building Technology, Civil Engineering or a related field and four years experience in the inspection of buildings; or (b) Bachelor's Degree\* in Architecture, Building Technology, Civil Engineering or a related field and two years experience in the inspection of buildings; or (c) graduation from a standard high school course or equivalency and eight years experience as described in (a).

\*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.