

PLANNER (URBAN DESIGN)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for designing and implementing public improvement and urban landscape projects. Responsibilities also involve using a Computer Aided Drafting Design System. The Planner is at the professional level in the Planning Series and is distinguished from 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)

Performs and prepares preliminary physical survey work and basic design for proposed public improvements;

Attends meetings with local officials to present design studies and plans;

Develops plans for public improvement projects;

Attends meetings with stakeholders to collect input on prioritizing elements to be included in the design;

Uses the Computer Aided Drafting Design System to prepare detailed drawings illustrating existing conditions of proposed improvements;

Completes the drafting and elevations of landscape projects;

Supervises construction and makes field inspections; selects plant materials and authorizes planting procedures;

Works with planning and design consultants to develop public improvement projects;

Coordinates the implementation of public improvement projects with other staff members in the department;

Participates in the annual review of community development applications;

Provides guidance and instruction to lower level planners in the preparation of plans and specifications;

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

Performs other incidental tasks, as required.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and techniques of Computer Aided Drafting Design Systems (CADD); good knowledge of landscape architectural design theory and practices as applicable to parks, plazas, sidewalks and adjoining landscape areas; knowledge of the basic elements involved in the renovation and/or construction of public improvement plans; ability to gather pertinent data relating to the existent conditions of proposed public improvements; ability to prepare designs, schematics and maps related to proposed projects both by hand and computer aided design; ability to estimate costs for particular projects; ability to follow complex oral and written instructions; 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; accuracy; reliability; resourcefulness; good judgment; 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 where the primary function of the position was in the use of Computer Aided Drafting Design Systems (CADD) in a planning environment; or (b) Bachelor's Degree* in Urban Design, Landscape Architecture, Civil Engineering or Environmental Planning and Design and two years of experience as defined in (a).

SUBSTITUTIONS: Satisfactory completion of a Master's Degree* in Urban Design, Landscape Architecture, Civil Engineering or Environmental Planning and Design may be substituted at the rate of 30 credits* per year of experience for up to two years. Satisfactory completion of a five year Bachelor's Degree* in Landscape Architecture may be substituted for one year of the specified 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.

REQUIREMENT: Possession of a valid driver's license