

PRINCIPAL PLANNER (ENVIRONMENTAL PLANNING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class formulates, plans, coordinates and directs technical and non-technical environmental studies relating to the long-range planning of natural resources and the environmental quality of Westchester County. Responsibilities include 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 Associate Planner level in that the Principle Planner is also expected to organize, direct and supervise the work of a number of technical and professional positions, as well as manage the programs, projects and services involving consultants, municipalities or contracted employees. Supervision is exercised over professional planning and administrative support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises subordinate Planners in the performance of environmental studies and natural resource management and environmental protection initiatives;

Coordinates the formulation, assignment and scheduling of environmental studies related to natural resource management and environmental protection issues and concerns; prepares reports on findings and provides recommendations for improvements or changes in policy and procedure;

Serves as a liaison to local officials, local, state and federal agencies, environmental organizations and the public to represent the County's position on natural resource management and environmental protection;

Develops and implements new and innovative environmental studies, research techniques, data analyses and presentation media to address natural resource management and environmental protection issues;

Reviews and provides advisory recommendations to municipalities on regulations that impact natural resources and environmental quality such as local laws for wetlands, erosion control, steep slopes, and floodplain management;

Conducts and provides project leadership for environmental studies; reviews work to ensure that all natural resource management and environmental protection issues are considered and addressed;

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

Organizes, plans and conducts educational programs and informational seminars to increase public awareness of departmental services and to provide advisory and technical assistance to local officials to facilitate the implementation of various recommendations and programs related to environmental issues;

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

Represents the Planning Department at meetings of environmental committees and boards such as the Soil and Water Conservation District Board and Environmental Management Council; provides policy guidance and technical assistance and advice to such groups;

Uses computer applications or other automated systems such as word processing, spreadsheets, calendar, email 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; ability to manage resources to accomplish program goals; ability to conceive, organize and conduct technical and non-technical environmental studies; ability to analyze, evaluate and interpret a broad range of 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; 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 six 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, three years of which must have been in a supervisory capacity; or (b) Bachelor's Degree* in Environmental Science, Biology, Botany, Ecology, Chemistry, Geology, Plant and Soil Science or a related area of Planning and five 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. Candidates must possess the supervisory experience.

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.

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Job Group: XIII

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