

Jurisdictional Class: Competitive  
EEO Category: Paraprofessionals  
Revised: 04/27/2021

## **JUNIOR PLANNER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a beginning professional level position involving various phases of community and regional planning. The work requires frequent contact with the general public and municipal officials and employees, and necessitates accuracy and the utilization of confidential data. The work is performed under the general direction of a planner of higher level through assignments, reports and conferences for review of work for conformance with municipal, departmental and County policies. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Assists in the collection of data for the preparation of various phases of a County or Municipal planning program, including land use and zoning, streets and highways, parks and recreation, watershed and natural resource studies;  
Assists in the collection and organization of statistical data necessary for the preparation of planning studies;  
Executes field studies of special planning problems and zoning;  
Executes research studies of varying character concerned with the economic base of the County and its municipalities;  
Assists in preparing files and monitoring applications for State and Federal aid and grants;  
Assists in coordinating special planning projects such as County-wide transportation program;  
Researches funding sources for County or Municipal projects;  
Assists in preparing quarterly and annual reports;  
Establishes and maintains contact with State, Federal and other agencies which provide programs or funding to the County or Municipalities.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of State laws and local statutes affecting community and regional planning; working knowledge of the theory and techniques of community and regional planning; working knowledge of the organization and functions of local government; ability to prepare graphic presentations of geographical and statistical material; ability to collect, tabulate and analyze statistical data; ability to make field surveys; ability to meet and deal with the public effectively; initiative; sound judgment; tact; courtesy; dependability.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in planning, architecture, landscape architecture, environmental science, engineering, sociology, public administration, geography, natural resources, criminal justice, statistics or a closely related field;  
**OR**

continued...

**MINIMUM QUALIFICATIONS (cont'd):**

- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher **AND** one (1) year of **professional planning experience\***.

**\*Professional planning experience** - Teaching the subjects of land use planning, urban planning, economic development, environmental design, planning workshops, planning studios, community planning studios, transportation planning, sociology, civil engineering, human services, and similar courses in a collegiate setting is also considered qualifying experience.

**NOTE:** Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 03/10/1982

Revised: 05/26/1992; 12/29/1992; 02/13/1995; 08/05/1997; 09/22/1997;  
04/21/2021; 04/27/2021