

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

PLANNER

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible for specific phases of moderately difficult planning projects or may be in charge of a major phase of a more complex study. Projects involve community planning on a municipal, county, metropolitan, or regional basis. Duties are performed under the general direction of a Senior Planner or a Principal Planner in county service or under the direction of the Department of Planning & Zoning in the town. The Planning Board may give advice to the Planner relative to mandates and requirements of all laws pertaining to planning and zoning within the town. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Participates in preparing County and local developed plans;
Revises and updates County and local community plans as required;
Prepares and supervises preparation of a variety of planning statistics, data designs and reports;
Participates in preparation and revision of zoning ordinances;
Prepares zoning reports and recommendations;
Participates in the preparation and coordination of highway and transportation plans;
Prepares reports, maps and charts for publication and public presentation;
Prepares and presents seminars, newsletters, and other educational and instructional plans and conducts field surveys and studies;
Participates in Federal and State aid and/or grant application preparation;
Implements State laws dealing with environmental and land use issues on the local level;
Prepares reports for Federal and State agencies and applications for grants;
Represents the planning agency upon request at conferences and meetings; meets with civic and business leaders to determine regional and community planning needs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the purposes, principles, terminology and practices employed in municipal, regional and community planning; good knowledge of current methods of collecting, analyzing and interpreting statistical data; good knowledge of zoning and subdivision practices; good knowledge research methods and techniques; good knowledge of current problems and literature in the planning field; ability prepare long-range comprehensive development plans for land use analysis and fiscal analysis; ability to plan and supervise the work of others; ability to understand and follow complex oral and written directions; ability to communicate effectively at all levels, both orally and in writing; ability to interact well with others; initiative; resourcefulness; sound judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree or higher in city, regional or urban planning from a regionally accredited or New York State registered college or university; **OR**

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MINIMUM QUALIFICATIONS (cont'd):

- (B) Graduation from a regionally accredited or New York State registered college or university with a Master'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 **AND** one (1) year of **professional planning experience***; **OR**
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in city, regional or urban planning **AND** one (1) year of **professional planning experience***; **OR**
- (D) 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 **AND** two (2) years 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: 02/09/1982

Revised: 08/15/1986; 10/02/1992; 12/18/1992; 11/15/1994; 10/04/2002; 04/21/2021;
04/27/2021