

Jurisdiction: Oneida County Towns  
Jurisdictional Class: T. Kirkland (PT) - Non-Competitive  
All Others - Competitive  
Revised: 5/26/98

## **TOWN PLANNER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in a town and involves responsibility for professional planning and the administration, guidance and monitoring of development activities through the use of local zoning laws, land use regulations and other planning mechanisms in the orderly management of growth and development in the town. The incumbent is responsible for the preparation of detailed planning reports on sub-division development proposed or contemplated in the town. The incumbent also prepares planning studies on complex and interdisciplinary proposals such as extension of major utility services. The work involves extensive contact with the Town Board, Planning Board, Zoning Board of Appeals, Town Attorney, Highway Superintendent, Codes Officer, County/Regional Planning officials and State regulatory agencies. The work is performed under supervision of the Town Supervisor. Does related work as required.

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

Analyzes proposed residential and commercial subdivisions to determine compliance with town policies, guidelines, standards and regulations and to ensure the adequacy of public facilities and submits written and verbal reports to the Planning Board;

Represents the town at town, county, regional and State meetings concerning planning and subdivision regulations;

Analyzes proposed zoning changes and variances proposed by developers, to determine the compatibility with adjacent land uses and the long-range plans for the town and submits written and verbal reports to the Planning Board, Town Board and Zoning Board of Appeals;

Reviews submissions for subdivision, site plan review, zone change, variance and interpretation to determine if necessary information has been submitted;

Prepares revisions to the comprehensive plan, zoning law, and subdivision regulations;

Receives, and responds to, inquiries on the zoning law and subdivision regulations;

Coordinates with County and State agencies on development reviews and other activities of the town;

Makes presentations concerning planning, zoning changes and subdivision regulations;

Prepares State Environmental Quality Review Act documents, as prescribed by State Law, for town activities;

Assists with the preparation of the Town Budget;

Prepares short and long-range facilities plans for sewer, water, drainage and other major town services;

Acts as a representative of the Supervisor to encourage economic development, and expansion of commerce and industry;

Initiates and conducts information and training sessions for land developers and their related planning/engineering consultants;

Assists with the development and implementation of special projects, such as the siting and design of new town offices, signing studies, etc.;

Prepares newsletters relating to development and planning activities;

Assists other departments of the town with strategic and program planning;

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**TYPICAL WORK ACTIVITIES:** Continued

Advises and assists the Town Parks Committee, in relation to future growth and development of facilities;  
Performs field studies and investigations for proposed development and town activities;  
Prepares grant applications for town departments;  
Works with other duly authorized representatives of the town to check and ensure developments are constructed in full compliance with approved plans and conditions;  
Reviews State and Federal legislation which may impact the town and reports to the Town Board.

**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 of research methods and techniques; good knowledge of current problems and literature in the planning field; ability to 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 judgement.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of a Master's Degree in city, regional or urban planning from a regionally accredited or New York State registered college or university; **OR**
- (B) Possession of a Master's Degree in geography, architecture, landscape architecture, civil or environmental engineering, environmental planning, sociology, economics, or a field related to planning, from a regionally accredited or New York State registered college or university **AND** one (1) year of experience in the field of regional, county, or municipal planning; **OR**
- (C) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in city, regional or urban planning **AND** one (1) year of experience, as defined in (B) above; **OR**
- (D) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in geography, architecture, landscape architecture, civil or environmental engineering, environmental planning, sociology, economics, or a field related to planning, **AND** two (2) years of experience, as defined in (B) above; **OR**
- (E) An equivalent combination of training and experience, as defined by the limits of (A) through (D) above.