

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

ASSOCIATE PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility to supervise the preparation of plans and proposals for municipal planning studies of a complex nature using multi-disciplinary issues and professional staff. The incumbent develops, designs and implements these studies on an assigned wide range of complex community planning issues. This position differs from that of Senior Planner by virtue of a greater scope of project responsibility. The work involves considerable contact with local public officials and contractors concerning proposed projects in their jurisdictions along with involvement with professional and civic organizations to outline the implications concerned. The work is performed under supervision of a Principal Planner, with leeway allowed for exercise of technical details of the work. Supervision is exercised over a group of Planners, Senior Planners and non-professional staff assigned to specific projects. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Develops, designs and implements studies on a wide range of complex urban and municipal planning issues;

Develops grant applications for county and regional planning programs;

Monitors day-to-day activities of grant programs to ensure fiscal compliance and progress of work elements;

Takes direction from the Commissioner of Planning, Chief Planner and Principal Planners in organizing and directing subordinate staff to accomplish assigned work tasks;

Represents county and regional planning programs before local government boards, agencies and citizen groups for the purpose of making presentations on specific programs, issues and/or activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the purposes, principles, terminology and practices employed in municipal, regional and community planning; thorough knowledge of current methods of collecting, analyzing and interpreting planning information; thorough knowledge of local zoning, planned use development and subdivision practices and their relationship to fundamental planning issues; thorough knowledge of planning research methods and techniques; thorough knowledge of current problems and literature in the municipal planning field; thorough knowledge of design plan preparation taking into account current economic and environmental planning issues; ability to prepare long-range comprehensive development plans for land use analysis; ability to plan and supervise the work of others; ability to understand and follow complex oral and written directions; ability to communicate effectively, both orally and in writing; ability to interact well with others.

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

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MINIMUM QUALIFICATIONS (cont'd):

AND two (2) years of **professional planning experience***, one (1) year of which shall have been in a supervisory capacity; **OR**

(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** three (3) years of **professional planning experience***, one (1) year of which shall have been in a supervisory capacity; **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** three (3) years of **professional planning experience***, one (1) year of which shall have been in a supervisory capacity; **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** four (4) years of **professional planning experience***.one (1) year of which shall have been in a supervisory capacity.

***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: 09/01/1986

Revised: 06/08/1994; 01/10/2007; 04/21/2021; 04/27/2021