



JOB POSTING

Planner

Minimum Qualifications: See attached job spec.

Department: Planning

Minimum Salary: \$40,000

Work Schedule: 35 hours per week

If interested, please submit application to the Personnel Office.

Posted 12/14/2023

PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This is professional planning work involving the performance of a variety of municipal, regional, County and/or community planning assignments. These assignments may include being the team leader for individual planning projects and programs, or for single aspects of larger projects. Planners may also be assigned to serve as staff to advisory boards. Work assignments will increase in level of complexity and responsibility as the incumbents' professional competence increases. This position differs from that of Senior Planner in the level and complexity of assignments. The work is performed under the general supervision of the Director of Planning with some leeway allowed for the use of independent judgement. Does related work as required.

TYPICAL WORK ACTIVITIES:

Researches, prepares, submits and administers grant applications;
Participates in studies involving research, investigation and analysis of physical, economic and environmental factors relating to municipal, regional, County and/or community planning;
Designs and implements surveys on topics related to planning department projects;
Serves as staff to advisory boards by providing administrative support and by performing a variety of research projects;
Leads planning studies projects and programs as assigned;
Assists in the collection, tabulation and analysis of data, including census statistics, land use, economics, natural resources, etc.;
Obtains and collates statistical data relative to capital improvement programs covering such subjects as tax base, elements of municipal indebtedness and sources of revenue;
Instructs other department personnel in the use of computing equipment and software;
Prepares a variety of maps, charts, advertisements and other graphics required in support of planning projects being performed;
Performs miscellaneous office work and maintains records of planning unit activities;
Assembles and disseminates statistical data regarding current demographic characteristics, population growth, economic trends, business activities, residential development and other development/planning projects;
Participates in meetings with municipal planning boards, zoning boards, legislative bodies and other public officials to advise on planning matters, local land use and zoning ordinances and makes recommendations;
Provides assistance to municipalities in preparing comprehensive plans and land use control regulations;
Plans and conducts field studies and surveys.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of grant researching, writing and administration;
Good knowledge of the purpose, principles, practices, methods and terminology used in municipal, community, County, and/or regional planning;
Good knowledge of techniques used to gather data for statistical analysis and reports;
Good knowledge of the principles and practices of mapping and graphic visual methods as applied to community planning;
Working knowledge of basic research methods and techniques;
Working knowledge of land use control and zoning principles;
Working knowledge of Geographic Information Systems
Ability to prepare complex written reports;
Ability to express oneself clearly and concisely, both orally and in writing;
Ability to understand complex oral and written directions;
Ability to analyze factual data and prepare graphs, diagrams and reports;
Ability to exercise personal discretion and sound judgment especially when dealing with the public;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in planning, architecture, landscape architecture, environmental studies, geography, public administration, natural resources or related field; OR
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in planning, architecture, landscape architecture, engineering, environmental studies, natural resources, geography, public administration or related field and one year of experience in municipal, County, community, regional or transportation planning; OR
- C) An equivalent combination of experience and training as defined by the limits A) and B) above.

EQUIVALENCY STATEMENT: Twelve credits in one of the indicated fields beyond a Bachelor's Degree can be substituted for the one year of experience.

R266 5/4/15

COMPETITIVE