

## **PLANNER TRAINEE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a trainee position involving responsibility for learning the performance of basic office and field assignments in connection with municipal, regional, or community planning. Work is performed under the direct supervision of the Chief Planner or Senior Planner. Work assignments may increase in level of complexity and responsibility as the incumbent's professional competence increases. Persons appointed at the trainee level will be advanced to Planner without further examination upon satisfactory completion of one-year traineeship. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Assists in studies involving research, investigation, and analysis of sociological, economic, and environmental factors related to municipal, regional, or community planning; Assists in collection, tabulation, and analysis of data on census statistics for use in population reports; Assists in studies relating to traffic, parking, and other public facilities; Assists with data collection and grant-writing; Assists in advising towns and communities relative to adopting and administering subdivision and/or zoning regulations and other municipal documents and local laws; Prepares line drawings, charts, graphs, GIS-generated maps, and other illustrative materials; Obtains and collates statistical data relative to capital improvement programs covering such subjects as tax base, elements of municipal indebtedness, and sources of revenue; Assists in the preparation and maintenance of a variety of records and reports; Assists in the development of plans, reports, local laws, and educational materials for use by local municipalities; Performs miscellaneous office work.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of the purposes, principles, terminology, and techniques employed in municipal, regional, and community planning; Working knowledge of the local sociological, economic, and environmental conditions; Working knowledge of the principles and practices of drafting, graphics, and GIS mapping as applied to planning assignments; Working knowledge of acceptable methods for data collection, analysis, and interpretation; Ability to perform research and to prepare detailed reports; Ability to get along well with others; Ability to communicate effectively both orally and in writing; Sound professional judgment, initiative, and resourcefulness; Ability to deduce problems and develop sound objective solutions; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS: Either:**

- A. Graduation from a college or university with a Bachelor's degree in public administration, environmental studies, political science, sociology, municipal government, economics, geography, architecture or landscape architecture, civil engineering, environmental law, planning, or a related field; OR
- B. Graduation from a college or university with an Associate's degree in public administration, environmental studies, political science, sociology, municipal government, economics, geography, architecture or landscape architecture, civil engineering, environmental law, planning, or a related field, and two years of full-time paid or part-time paid equivalent experience in municipal, community, or regional planning or related work.

**NOTE:** Possession of an appropriate valid New York State driver's license is required at time of appointment and must be maintained during employment.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Adopted 12/29/89

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