

PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This is professional work involving responsibility for performing basic office and field assignments in connection with municipal, regional, or community planning. Includes participation in studies and providing local governments with information and guidance on zoning, subdivision, land use, transportation, energy, and other planning topics. Work assignments may increase in level of complexity and responsibility as the incumbent's professional competence increases. Duties are performed under the general supervision of higher Planning professionals, with leeway allowed for the exercise of independent decision making. Supervision may be exercised over the work of clerical and nonprofessional personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Participates 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 issues; Assists and advises towns and communities relative to adopting and administering subdivision and/or zoning regulations, local laws, municipal plans, and other planning matters; Attends municipal board meetings through the circuit-riding program providing advice and guidance for reviews and administration of local laws; Prepares SEQRA and NEPA reports and assists with appropriate environmental review coordination and filing; Prepares line drawings, charts, graphs, GIS-generated mapping, 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 communities seeking funding through research and grant-writing services; Assists in the development of plans, reports, local laws, and educational materials for use by local municipalities; Works as a liaison to the Delaware County Planning Board; Prepares and maintains a variety of complex written records and reports; Performs miscellaneous office work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good 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; Working knowledge of the SEQRA and NEPA processes; Ability to perform research and to prepare detailed reports; Ability to lay out and develop graphic materials; 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:

- A. Graduation from a college or university with a bachelor's degree in planning; OR
- B. 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 and environmental law or a planning-related field and one year of full-time paid or part-time paid equivalent experience in municipal community or regional planning or related work: OR
- C. 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, or a planning or related field and three years of full-time paid or part-time paid equivalent experience in municipal community or regional planning or related work; OR
- D. An equivalent combination of training and experience as indicated in A, B, or C above.

NOTE: Education beyond secondary level in planning or related field may be substituted for experience on a year-for-year basis.

NOTE: Internships that are a part of a degree requirement are not considered additional work experience.

NOTE: A valid New York State driver's license may be 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.

Revised 12/21/89, 10/30/97; 11/8/04; 8/4/15, 5/23/17; 3/1/18; 8/2/2022; 10/25/23
Reviewed 9/9/97, 9/26/00; 2/18/09; 6/12/12; 8/10/17; 12/1/21