

PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This is professional and technical planning work of a complex nature which involves the responsibility for assisting with a variety of planning activities and projects, including conducting physical planning studies. Supervision is received from a higher-level administrator. Evening work is frequently required in this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and executes field assignments;

Reviews site plans, comprehensive plans, subdivisions, variances, zone changes, special permits and other land use, zoning and environmental actions as mandated under the New York State General Municipal Law (GML) and the State Environmental Quality Review Act (SEQRA) to determine the impacts of proposed actions on local, county, state, national and regional resources and makes recommendations;

Prepares technical reports for general planning activities;

Reviews land use, housing, and population data in the preparation of planning studies, statistical reports and the production of annual reports;

Meets with local planning agencies, officials, professionals and the public to discuss land use related changes, projects and studies;

May participate in a variety of sustainability activities (i.e., research, analysis, reporting);

May assist in the preparation of zoning code ordinance updates and prepares local laws related to the updates;

May conduct studies and draft revisions of zoning ordinances, subdivision regulations and related planning controls;

May assist with the coordination of seminars, workshops, educational sessions, certification courses, and annual events.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, practices and techniques of municipal and county planning; good knowledge of the organization and operation of municipal government in New York State; working knowledge of subdivision design and site planning; ability to read and interpret land-use zoning ordinances; ability to establish and maintain cooperative working relationships with others; ability to communicate effectively both orally and in writing; ability to prepare technical reports; ability to use computer software, including Geographic Information Systems (GIS) software used for various planning activities*.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree in Planning (e.g. Urban, Regional, Community or Environmental), Environmental Design, Environmental Science, Environmental Studies, Landscape Architecture, Building or Civil Engineering, Geography, Social Science, Sustainability, or comparable curriculum and two (2) years of professional experience in regional, municipal, community or land-use planning; or
2. A Master's degree in Landscape Architecture, Building or Civil Engineering, Environmental Science, Social Science, and one (1) year of professional experience in regional, municipal, community or land-use planning; or

(over)

3. A Master's degree in Planning (e.g., Urban, Regional, Community or Environmental), Geography, Sustainability, Sustainable Communities, Environmental Design, Environmental Science or comparable curriculum.

*To be demonstrated during the probationary period.

R.C.D.P. (01.22.2019) 05.30.2023
Competitive

07.26.2024 New York State Civil Service approved Non-competitive title in the NY HELPS Program.