

JUNIOR PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This is an entry level professional planning position involving the performance of a variety of municipal, regional or community planning assignments with emphasis on environmental issues. Incumbent assists in research, collection of data, and preparation of reports that address the probable impacts of proposed policies, plans, and projects related to the physical development and management of the County. The work is performed under the general supervision of the Director of Planning. Supervision is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Participates in studies involving research, investigation and analysis of physical, economic and environmental factors related to municipal, regional or community planning;

May participate in field collection of GIS databases relating to environmental and natural resource issues;

Assists in designing and implementing surveys on community impacts and natural resources related to planning department projects;

Assists in the preparation of reports and memoranda on planning studies, projects and programs;

Assists in the collection, tabulation, and analysis of data, including census statistics;

Assists other planners with public outreach/education regarding planning issues;

Provides administrative and research support with respect to preparing comprehensive plans, grant applications and land use control regulations;

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Participates, with the supervision from senior staff, in General Municipal Reviews;

Attends meetings related to planning matters as requested; and

Uses personal computer.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles, practices, terminology, and techniques involved in planning; good knowledge of municipal planning and development issues and the factors that affect the surrounding community; good knowledge of techniques used to gather data for statistical analysis and reports; working knowledge of the general principles and techniques of Geographic Information System (GIS) as applicable to County, municipal and regional planning; ability to conduct field investigations; ability to express oneself clearly and concisely, both orally and in writing; ability to prepare graphs, diagrams and reports using a personal computer; and ability to work well with others and exercise sound judgment when dealing with the public.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in Planning, Architecture, Landscape Architecture, Civil Engineering, Environmental Studies, Geography, Biology or a closely related field, and one (1) year experience in municipal, community or regional planning.

SPECIAL REQUIREMENT: *Candidates must possess a valid driver's license.*

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NOTE: Your degree or credits 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 or credits were awarded by an educational institution outside of 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: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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