

LAND USE PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the performance of professional and technical duties in support of the county planning function. Duties will include assisting in the development of comprehensive planning programs to implement long range solutions to problems associated with land use, resource use, growth, and economic development in the county. Work is performed under general administrative supervision with leeway for independently performing most of the duties of the position.

TYPICAL WORK ACTIVITIES:

Assists in the development of long range and comprehensive County planning programs including the performance of research and analysis;

Conducts surveys, land use studies, and other research activities to provide assistance in the development of planning policy;

Prepares site design criteria, zoning and subdivision controls;

Contributes to the development of a comprehensive master plan for the development of the county, including highways, parks, building sites, and sub surface activities;

Collects and distributes statistical or other information relating to regional community planning and zoning in the county;

Provides technical assistance to business, industrial agencies, and local government units;

Provides statistical or technical information to the general public;

Assists in developing overall guidelines for the future of the area and in handling problems of county wide significance;

Assists in coordinating the planning programs and activities of other municipalities or jurisdictions;

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Performs drafting and cartography activities and prepares graphic presentations or illustrations;

Assists in the preparation of proposals for state and federal grants and prepares applications for financial assistance relating to planning activities;

Performs the county review of proposed municipal actions to include site plans, special use permits, variances, and zoning amendments;

Responds to inquiries regarding identification of floodzones, designated wetlands, topographic maps, zoning legislation, planning techniques, and census tract information;

Performs related duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the sociological, economic, design, and environmental factors involved in performing activities related to planning and community development; good knowledge of community and regional physical planning, including zoning and subdivision regulations; good knowledge of the principles and techniques used in developing a Geographic Information System for the county; ability to collect, analyze, and present planning data; demonstrated skills in drafting, cartography, graphic presentation, illustration, and reproduction techniques; ability to understand and interpret maps, charts, and graphs; ability to understand and interpret written material; ability to organize and conduct planning activities including research, analysis, design, and writing comprehensive planning studies and reports; ability to make clear and concise oral and graphic presentations; ability to operate ArcView © Geographic Information System Software; reliability resourcefulness; and good judgment.

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MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Master's Degree in urban planning, civil engineering, landscape architecture, or a related field, and one year of acceptable experience in municipal, community, or regional planning activities; or
- (B) Possession of a Bachelor's Degree in urban planning, civil engineering, landscape architecture, or a related field, and three years of experience as described in (A) above; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

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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Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 2/15/2023
Revised and Replaced in Classplan: 4/21/2025 (Edu)