

## **PLANNER/ENVIRONMENTAL SPECIALIST**

DISTINGUISHING FEATURES OF THE CLASS: This is a mid-level professional planning work involving the performance of a variety of municipal, regional or community planning assignments with emphasis on environmental issues. These assignments may include being the team leader for individual environmental planning projects and programs or for single aspects of larger projects. The incumbent may also serve as staff for advisory boards as assigned. Work assignments may increase in level of complexity and responsibility as the incumbents' professional competence increases. This class of position differs from Associate Planner in level and complexity of assignments. The work is performed under the general supervision of the Associate Planner and/or the Commissioner of Planning and Environmental Management. Occasional supervision may be exercised over subordinate planning personnel. Does related work as required.

### TYPICAL WORK ACTIVITIES:

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

Participates in the development of GIS databases and related graphic products concerning environmental issues and the natural resources;

Assists in the preparation of reports and memoranda on particular GIS and planning studies including statistical analyses, maps, tables, etc. with emphasis on environmental issues;

Designs and implements surveys on natural resources relating to industrial site development or other topics related to planning department projects;

Leads environmental planning studies, projects, and programs as assigned;

Assists in collection, tabulation, and analysis of data, including census statistics, land use, economics, natural resources, etc.;

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Assists in preparation of grant applications from federal, state and foundation sources that relate to environmental issues;

Use personal computer to analyze data and statistics;

Prepares a variety of maps, charts, advertisements and other graphics required in support of planning projects being performed;

Performs miscellaneous office work and maintains records of planning unit activities;

Assembles and disseminates statistical data regarding natural resources, current demographic characteristics, population growth, economic trends, business activities, residential development, and planning projects;

Participates in meetings with municipal planning boards, zoning boards, legislative bodies and other public officials to advise on environmental planning matters, local land use, and zoning ordinance and makes recommendations;

Provides assistance to municipalities in preparing comprehensive plans and land use control regulations;

Plans and conducts field studies and surveys.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS**: Good knowledge of environmental issues and the factors that effect natural resources;

Good knowledge of the purpose, principles, practices, methods and terminology used in municipal, community or regional planning; good knowledge of techniques used to gather data for statistical analysis and reports; good knowledge of the principles and practices of drafting,

mapping, and graphic visual methods as applied to community planning; working knowledge of

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basic research methods and techniques; working knowledge of the general principles and techniques of Geographic Information System (GIS) as applicable to County, municipal, and regional planning; working knowledge of land use control and zoning principles; ability to work independently on specific GIS database development efforts; ability to prepare complex written reports; ability to express oneself clearly and concisely, both orally and in writing; ability to analyze factual data and prepare graphs, diagrams, and reports using a personal computer; ability to exercise personal discretion and sound judgment especially when dealing with the public; and initiative.

#### MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree or higher in planning, environmental studies or a closely related field;or
- (B) 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, public administration or a closely related field and two (2) years of experience in municipal, community or regional planning; or
- (D) An equivalent combination of experience and training as defined by the limits of (A) and (B) above.

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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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Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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