

## PLANNER

274-B

DISTINGUISHING FEATURES OF THE CLASS: This is a professional planning position working as part of a team providing leadership and assistance to the County and its 21 constituent municipalities to help them grow sustainably and improve quality of life. Work encompasses a variety of areas, including but not limited to, land use, zoning and development review, housing and community development, economic development and downtown revitalization, open space, parks and trails, resiliency and hazard mitigation, environmental resource protection, and alternative and multi-modal transportation. Projects involve both the development of comprehensive and strategic plans and their implementation through programs, policies and capital improvements. Assignments may include being the team leader for individual planning projects and programs or participating as part of a team on larger projects. The work is performed under the general supervision of the Deputy Commissioner and/or the Commissioner of the Division. Occasional supervision may be exercised over subordinate personnel and/or outside contractors. There is opportunity to develop new projects and programs and to utilize personal initiative.

TYPICAL WORK ACTIVITIES:

Reviews and assess proposed development projects, municipal, plans and zoning regulations;

Leads and/or participates in planning studies, projects, and programs as assigned;

Implements grant-funded projects and programs to support community objectives such as

development of comprehensive and strategic plans, affordable housing, blight removal,

building rehabilitation, parks, trails, energy efficiency, agricultural preservation, resource

management, etc.;

Collects and analyzes data, including census statistics, land use, economics, natural resources, etc.;

Develops grant applications to federal, state and foundation sources including project identification and development, team assembly and coordination, calculating and securing required match funding, preparing draft work programs and scopes of services, writing responses to application questions, and creating budgets and timetables;

Assists in the identification, development and execution of village and hamlet revitalization strategies;

Provides assistance to municipalities in preparing comprehensive plans, land use control regulations, community development projects, and funding applications;

Conducts community engagement activities in support of planning projects such as identifying stakeholders, organizing meetings, interviews, workshops and other events, preparing public notices and event promotional materials, and conducting, tabulating and analyzing surveys;

Develops training opportunities and programs for local planning and zoning board members and building and code enforcement officials, promotes attendance at such events, and conducts follow-up to continue to engage participants;

Collaborates with other County departments and outside agencies in the development and implementation of planning, and planning-related projects; and

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the purpose, principles, practices, methods and terminology used in municipal, community or regional planning and/or community development; good knowledge of techniques used to gather data for statistical analysis and reports; working knowledge and ability to research and analyze quantitative and qualitative data; ability to read and evaluate site plans; 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, zoning and community development principles; ability to work independently; ease of working in team situations; ability to prepare complex written reports; strong ability to express oneself clearly, concisely and persuasively, both orally and in writing; ability to analyze factual data and prepare graphs, diagrams, and reports using a personal computer; proficiency with Microsoft Office programs; familiarity with and/or interest in municipal and regional planning practice, procedures, regulations, and with relevant State and Federal funding programs; 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; 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 and two (2) years of work experience in any field related to community development, service or improvement; or
- (C) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher and four (4) years of experience as described in (B) above; or
- (D) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as described in (B) above; or
- (E) An equivalent combination of training and experience as defined in (A), (B) and (C) 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

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