

PLANNER

Department: Planning and Development

Classification: Competitive

Specification Number: 3240

Approved: 9/25/21

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Either:

(a) Graduation from a New York State or regionally accredited college or university with a Bachelor's Degree in Planning, Architecture, Landscape Architecture, Political Science, Economics, Geography, Environmental Studies, Civil Engineering, or a related field; or,

(b) Graduation from a New York State or regionally accredited college or university with a Bachelor's Degree and one (1) year of experience in the field of community or regional planning.

NOTE: Additional relevant graduate level education from a New York State or regionally accredited college or university may be substituted for the one year of experience cited in (b).

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class prepares charts, maps and narrative reports outlining findings and resulting recommendations in connection with planning and zoning projects. Work is performed under the supervision of a professional supervisor through conferences and written reports. Does related work as required.

TYPICAL WORK ACTIVITIES

Plans and conducts research on planning and development problems.

Prepares charts, maps and narrative reports.

Assembles statistical data map information, regarding growth, economic trends, business activities, residential developments and recreational projects.

Assists in making Town road and traffic surveys.

Collects data for land use and zoning maps.

Takes field notes, makes computations and prepares scale drawings.

May perform data entry and manipulation on a computer.

KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS

Good knowledge of principles, practices, methods and techniques of community and regional planning. Good knowledge of statistical concepts and methods of research techniques. Ability to conduct field surveys and research projects in the development of community plans. Ability to analyze factual data and prepare graphs, diagrams and reports. Physical condition commensurate with the demands of the position.