

JUNIOR PLANNER

Code No.: 3-13-010
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an entry level professional planning position responsible for assisting with the formulation, development and coordination of planning projects. Duties include providing technical assistance in the areas of preparing and analyzing statistical and illustrative planning data. The employee reports directly to, and works under the general supervision of Planner, Engineer, or other higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Works with personnel of other departments, agencies and institutions to collect planning data;

Develops drafts of zoning ordinances and amendments, subdivision regulations, and master plan reports;

Analyzes economic, demographic, land use, and other data using computer programs including, but not limited to, geographic information systems and spread sheets;

Reviews municipal zoning and subdivision applications;

Analyzes data relative to community development projects with regard to their environmental impact;

Conducts routine statistical analyses;

Provides routine professional assistance to various committees, boards, and citizen groups;

Creates land use maps, charts, graphs, drawings and related materials;

Collects, computes and tabulates land use data;

Conducts planning, zoning and mapping field surveys;

Creates illustrative exhibits for specialized planning studies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of planning terminology and procedures; good knowledge of the techniques of graphic illustration of planning data; working knowledge of principles and procedures of planning design; ability to use drafting, drawing and other instruments used in graphic illustration of planning data; ability to use a planimeter, calculating and office machines; ability to gather and organize data; ability to research and analyze planning data; ability to read and interpret plans, rough sketches, blueprints and specifications; ability to make detailed graphs, charts and other illustrative materials; ability to understand routine planning concepts; ability to communicate effectively both orally and in writing; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Urban Planning, Economics, Geography, Environmental Planning, Environmental Sciences, Geology, Sociology, Landscape Architecture, Watershed Science,

Natural Resource Management, Water Resource Management, Agriculture, or a closely related field; OR,

- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields mentioned in (A) above, plus two (2) years paid full-time or its part-time equivalent professional* research or planning experience in any of the following: housing, transportation, physical planning, land use planning, environmental planning, comprehensive planning**, developing land use regulations, zoning administration, site design, or a closely related field***; OR,
- (C) Four (4) years paid full-time or its part-time equivalent experience as defined in (B) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

*Professional, for the purposes of these minimum qualifications, does not include clerical, secretarial, maintenance, manual labor, or related work experience.

**Comprehensive planning is defined as working with, or developing plans with or within a municipality. Comprehensive plans are master plans that direct land use or development for a municipality.

***Closely related fields include work experience in natural resource management, water resource management, agriculture, hydrology, geomorphology, forestry, soils, resource management, housing, or economic development.

SPECIAL REQUIREMENTS: Possession of a valid New York State Driver's license at time of appointment, or otherwise demonstrate your capacity to meet the transportation needs of the job.

REVISED: May 29, 1986
Reviewed: 11/6/86
REVISED: July 10, 1997
REVISED: July 7, 2014