

ASSOCIATE PLANNER

Spec No: 3-13-007

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional and administrative position which is responsible for supervising the provision of planning services to the county and local governments and for performing complex and technical planning such as the preparation of master plans, advisory reviews, special planning and management studies and the participation in technical workshops for planning officials. The Associate Planner is appointed to several county and city planning boards and coordinates planning activities with several city, state, federal, county and town agencies. This position is distinguished from the lower level, Senior Planner, because of the administrative responsibilities and expanded scope. Work is performed under the direction of the Director of Planning. General supervision is exercised over a professional planning staff. 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):

Supervises the preparation and coordination of development and agency reviews including the county's annual capital improvement program;

Supervises and undertakes the preparation and update of the county's comprehensive development plan;

Supervises and undertakes preparation of the county's economic development program in coordination with the assistant county executive;

Serves on and provides staff assistance to various county parks, transportation and water quality projects and studies;

Supervises and undertakes advisory reviews and provides professional planning assistance for improved coordination and integration of the planning and development programs of the city, towns, villages and government agencies with those of the county:

Supervises and provides staff assistance to county boards and committees, including local planning and development committees;

Assigns and reviews work and evaluates staff members' performances;

Promotes public interest in planning programs and provides information through the media, speaking engagements before civil groups, the preparation of the department's newsletter and meetings with citizen organizations and community groups;

Keeps informed on planning and development issues and current planning principles and practices including legislation and litigation;

Applies for assistance to various federal and state grants programs, prepares proposed budgets for planning boards and assists in preparing the department budget;

Supervises the updating and maintenance of county base maps, the environment atlas, maps prepared for each town, and other land use, housing and population data;

Serves as acting director in the absence of the Director of Planning.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the techniques and principles of community planning and development; thorough knowledge of zoning laws, subdivision regulations and other land use controls; thorough knowledge of the physical, social and economic factors involved in planning; good knowledge of basic research techniques as they apply to community planning; good knowledge of land use planning; supervisory skill; working knowledge of word processing and office automation techniques; ability to review, modify and prepare master plans; ability to prepare and review budgets and grant applications; organizational skill; ability to generate public interest in planning programs; skill in communicating effectively; ability to establish and maintain effective working relationships with others; ability to prepare written reports; ability to evaluate objectively; good judgment; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus five (5) years of paid full-time or its part-time equivalent experience in community planning, environmental planning, land planning or site planning, two (2) years of which shall be in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Civil Engineering, Economics, Sociology, Environmental Planning, or a closely related field, plus four (4) years of experience as defined in (A) above, two (2) years of which shall be in a supervisory capacity; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Civil Engineering, Economics, Urban Planning, Sociology, Public Administration, Architecture or a closely related field, plus three (3) years of experience as defined in (A) above, two (2) years of which shall be in a supervisory capacity.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

NOTE: Applicants possessing a Master's degree requiring two years of graduate level study, including a professional internship, will be credited one (1) year towards the fulfillment of the three (3) years professional experience requirement in (B).

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: January 2, 1985