

PLANNER

Code No: 4-13-010

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position responsible for preparing and reviewing plans for municipal, county and regional development and for participating in a wide variety of other planning-related assignments. The employee reports directly to and works under the general supervision of Senior and Associate Planners. Leeway is allowed for the exercise of independence and creativity. The Planner works as part of a team to help achieve the department's goals. General supervision may be exercised over a technical or clerical 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.)

Develops narrative and statistical reports to support planning proposals;

Drafts and evaluates development policies and plans, including master plans;

Recommends and develops regulatory measures affecting land use, community facilities, housing, and transportation;

Conducts studies on development trends, population, economic and social factors, and housing and regulatory measures;

Collects data on land use, housing, natural factors, human resources, transportation, population trends and similar matters;

Provides staff support for public participation activities;

Conducts advisory reviews;

Compiles, tabulates and assesses statistical data;

Writes and evaluates technical reports and submissions;

Makes recommendations on subdivision proposals and zoning referrals;

Confers with local officials, civic leaders, and land planning and development specialists;

Develops charts and diagrams to illustrate survey findings;

Represents the department before committees, governmental groups, and the general public.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of principles and procedures of planning and related research; good knowledge of zoning laws, subdivision regulations and other land use controls; good knowledge of the physical, social, environmental, and economic factors involved in community planning; ability to work independently and meet established deadlines; ability to undertake and coordinate a variety of specific planning activities and special projects; ability to prepare comprehensive narrative reports and budgets; ability to evaluate relevant information and make sound recommendations; ability to conduct studies; ability to develop charts and diagrams; ability to communicate well both orally and in writing; initiative; resourcefulness; good judgment;

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 in Urban Planning, Geography, Environmental Planning, Environmental Sciences, Geology, or Landscape Architecture, plus two (2) years of paid full-time or its part-time equivalent research or planning experience at a professional* level in any of the following: housing, OR transportation, OR other physical planning, OR land use planning, OR environmental planning, OR comprehensive planning,** OR preparing land use regulations, OR zoning administration, OR site design, OR a closely related field,*** OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree including successful completion of twenty-seven (27) semester credit hours in Land Use Planning or Environmental Science,**** plus three (3) years of paid full-time or its part-time equivalent experience as defined by (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in one of the fields mentioned in (A) above; OR,
- (D) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus six (6) years experience as described in (A) above; OR,
- (E) Any equivalent combination of training and experience defined by the limits of (A), (B), (C), and (D) above.

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

**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 natural resource planning, agricultural planning, water resource planning, economic development and housing planning.

****Applicants qualifying under (B) above must provide a student copy of their transcript.

SPECIAL REQUIREMENT: If you are appointed, you will be required to possess a valid license to operate a vehicle in NYS, or otherwise demonstrate your ability to meet the transportation needs of the position.

REVISED: August 14, 1986
FORMERLY: Assistant Planner
REVISED: November 1, 1990
REVISED: January 10, 1991
REVISED: September 7, 2000
REVISED: September 5, 2002
REVISED: April 7, 2005
REVISED: July 10, 2008

ADDITIONAL INFORMATION:

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