

MUNICIPAL PLANNER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the professional and technical work related to municipal planning. The incumbent will assist in the preparation and implementation of municipal plans and programs which may include the comprehensive plan, housing programs, main street programs, Greenway Compact, and farmland protection. The incumbent will also provide support for the Municipal Planning Board, Zoning Board of Appeals and the Municipal Board's technical assistance efforts to other government agencies and assist other municipal departments in preparation for grant applications and environmental reviews. Employees in this class perform Geographic Information Systems (GIS) data analysis and mapping, and the building and maintenance of databases. The work is performed under the direct supervision of the Building Department Director, with leeway allowed for the exercise of independent judgment and initiative in work methods. Supervision is not normally a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists in the development and delivery of a full range of municipal planning services;

Assists in obtaining data relative to land use for the municipality;

Assists in the preparation and implementation of municipal plans and programs which may include the comprehensive plan, housing programs, main street programs, Greenway Compact, and farmland land protection;

Supports the Municipal Board's technical assistance efforts to other government agencies;

Assists other municipal departments in preparation for grant applications and environmental reviews;

Provides support for the Municipal Planning Board and Zoning Board of Appeals;

Performs Geographic Information Systems (GIS) data analysis and mapping, and the building and maintenance of databases;

Attends meetings and conferences as required;

Provides liaison with local government officials and the public;

Prepares detailed narrative and statistical reports;

May prepare line drawings, charts, designs and layouts to scale.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the purposes, principles, terminology and practices employed in municipal planning including zoning and subdivision regulations; good knowledge of New York State planning laws and programs; working knowledge of the sociological, economic, environmental, physical design, and research factors in problems involving planning and development; working knowledge reviewing development plans and community development activities; working knowledge of computers and computer programs involving word processing, mapping, graphic visual methods, and statistical data as applied to community planning; working knowledge of current accepted methods for data collection analysis and interpretation of statistical data; ability to understand complex oral and written directions; ability to write and speak in a clear and concise manner; ability to get along well with others; ability to communicate and deal effectively with others; 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 Master's Degree in Planning 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 (five year program) in Architecture or Urban Design; **OR**
- C. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Planning or a closely related field and one year of experience in community planning or related work; **OR**
- D. An equivalent combination of training and experience as described in A, B and C above.

ULSTER COUNTY
4453 MUN PLAN
Classification: Competitive
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Adopted: December 8, 2008