

PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level professional planning position that has responsibility for the professional and technical work related to municipal, county and regional planning. The incumbent will be assigned responsibilities within the on-going work programs of the department and will be responsible to gain familiarity with Federal, State and local planning programs. The incumbent utilizes computer Geographic Information Systems (GIS), other computer database and drawing programs to perform research and develop plans on a wide range of planning issues. The work is performed under the direct supervision of the Principal Planner and other senior members of the department 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.

Participates in studies involving research, investigation and analysis of sociological, economic and environmental factors related to municipal, county or community planning;

Participates in collection, tabulation and analysis of data;

Prepares studies relating to land use in a municipality or for subdivisions of government within the county;

Uses appropriate computer applications including, but not limited to word processing, spreadsheets, mapping, and graphics presentations for planning related statistical analysis and reports;

Assists in obtaining data relative to land use for the county and in the preparation of the County's Overall Development Plan;

Performs research into, and reports on, possible changes to statutes or codes which impact on planning practices and activities;

Performs miscellaneous office work and maintains records of planning unit activities;

Attends meetings and conferences as required;

Provides liaison with Federal, State, regional and 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 and county planning including zoning and subdivision regulations; working knowledge of the sociological, economic, environmental, physical design, and research factors in problems involving planning and development; 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; working knowledge of basic research methods and techniques; ability to understand complex oral and written directions; 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**
- C. An equivalent combination of training and experience as described in A, B and C above.

ULSTER COUNTY
 4830 PLANNER
 Classification: Competitive
 Grade: 16
 Union: CSEA

Adopted: September 5, 1968
 Revised: April 11, 1978
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