

PLANNING SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility of reviewing applications submitted to the Planning Board of a municipality for completeness as defined by state and federal law and jurisdictional rules and regulations. An incumbent is responsible for researching and analyzing land use, social and environmental factors related to community planning and, based on findings, preparing policy and law changes. The work is performed under the general supervision of the Planning Board Chairman and/or the municipality's acting supervisor, allowing an individual to exercise independent action and responsibility in performing the functions of the class. Supervision may be exercised over clerical employees. 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 of all of the following, as well as other related activities not described.

Reviews applications submitted to the Planning Board for completeness as defined by state and federal law and jurisdictional rules and regulations;

Creates case files from applications submitted and manages each case file during the planning review process;

Participates in the formulation of and conducts physical planning studies involving land use, population, transportation, highways, traffic flow, housing, utilities, recreation areas, and soil and water conservation;

Researches and makes recommendations concerning proposed changes in local zoning, subdivision and related regulatory laws;

Prepares amendments to the local zoning law at the request of the Planning Board, Zoning Board of Appeals and Building Department;

Acts as a liaison between the public, applicants, Planning Board Members and other government officials relating to the activities of the Planning Board;

Submits data to the Planning Board as required;

Researches and prepares manuals to assist applicants through the Planning Board process;

Attends Planning Board Meetings and Conferences pertaining to planning related issues;

Performs clerical work as required and maintains records of the planning department's activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the general principles used in municipal planning; good knowledge of zoning and subdivision principles and practices; working knowledge of techniques used in municipal planning; working knowledge of planning standards in land use

development; ability to prepare sketches, designs, and maps from field studies or office materials; ability to keep complete and accurate records; ability to compile, analyze and interpret physical data; ability to communicate effectively both orally and in writing; ability to supervise the work of others; ability to deal effectively with others; 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 Masters Degree in Planning, Engineering, Drafting, Environmental Studies, Geography or closely related field; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree in Planning, Engineering, Drafting, Environmental Studies, Geography or closely related field and one (1) year of experience in subdivision and site plan review; **OR**
- C. Completion of two (2) years of study at a recognized college including twelve (12) credits in the field of study in Planning, Engineering, Drafting, Environmental Studies, Geography or closely related field and three (3) years of experience in subdivision and site plan review; **OR**
- D. An equivalent combination of training and experience as described in A, B and C above.

ULSTER COUNTY
4852 PLAN SPEC
Classification: Competitive
OA

ADOPTED: January 17, 2002