

## **PRINCIPAL PLANNER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing supervisory and specialized professional and technical work related to municipal, community, county and regional planning. The work is carried out in accordance with accepted professional practice and involves directing major program activities of the department, assuring that statutory responsibilities of the department are fulfilled, providing local government technical assistance, and articulating county planning policies. Supervisory responsibilities include organizing and directing the activities of the planning department and in the absence of the Director responsibility for the day to day management of the agency. Work is performed under the general supervision of the Director, County Planning with wide leeway allowed for the use of professional judgement in carrying out departmental activities. Supervision is exercised over the work of subordinate 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 or all of the following, as well as other related activities not described.

Conducts major studies and directs specific elements of projects being performed by others;

Conducts independent reviews of major construction projects, regulatory changes, and environmental reports to aid the decisions of the Ulster County Planning Board and interested agencies;

Establishes priorities and procedures for planning staff programs including formulating planning projects and assigning work of planning staff based on areas of specialization and work load;

Conducts technical analysis and research of demographic data for a variety of purposes such as distinguishing trends;

Researches and reports on regional issues;

Oversees projects for adherence to schedules, and departmental policies;

Prepares revisions to the County's Comprehensive Plan;

Assures compliance with the planning department's responsibilities under General Municipal Law Section 239 l and in regarding referrals to a county planning board;

Participates in meetings with civic and business groups to both understand and react to regional and community needs as well as to articulate county planning concerns;

Advises municipal planning boards and zoning board of appeals as requested;

Prepares reports and reviews the preparation of staff reports on all planning activities.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the purposes, principals, terminology, and practices employed in county, regional, and community planning; thorough knowledge of federal and state programs related to the planning process; thorough knowledge of zoning and subdivision principles and practices; good knowledge of current problems and literature in the field; good knowledge of current methods for collecting, analyzing, and interpreting statistical data; ability to analyze projects, issues, and regulatory language on the basis of feasibility, environmental effects, social desirability, and economic soundness; ability to plan and coordinate the technical work of others; ability to communicate effectively both orally and in writing; initiative; resourcefulness; good judgement; 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 or a related field and four (4) years of technical planning work experience in municipal, regional planning or community planning; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree in Planning or a related field and six (6) years of technical planning work experience in municipal, regional or community planning; **OR**
- C. An equivalent combination of training and experience as described in A or B above.

ULSTER COUNTY  
4996 PR PLANNER  
Classification: Competitive  
Grade: 20  
Union: CSEA

Adopted: October 7, 1991