

TOWN PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult technical planning work with responsibility for review and approval decisions relative to landsite plans, as well as enforcement of local zoning ordinances. Responsibilities include position planning and development for land utilization and physical facilities of a local community and for planned and orderly growth, development, and improvement in the community. Work is performed under general supervision of the Town Supervisor and/or Town Board. Direct supervision is exercised over the work of subordinate technical and clerical personnel. 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.

Reviews materials submitted by design professionals for completeness and prepares memos describing applications' current status and any outstanding items which need to be completed;

Coordinates review process for applications before the Board with Town's consultants and project design professionals;

Reviews applications and agendas with Planning Board Chairman;

Coordinates the State Environmental Quality Review Act procedures for applications before the Board and files, as appropriate, all SEQRA documents;

Prepares associated materials and submissions for Planning Board members;

Prepares and files Resolutions and Determinations as requested;

Reviews bills for Professional Plan Review and Inspection Fees submitted by the Town Engineer;

Reviews and makes final determination on fill permit applications;

Coordinates the preparation of annual budget;

Reviews applications and agendas with ZBA Chairman;

Prepare associated materials and submittals for ZBA members;

Performs a variety of related activities as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the theories, concepts and techniques of municipal planning; good knowledge of the problems involved in land development planning work; good knowledge of pertinent municipal, county and state planning regulations and rules;

good knowledge of pertinent local zoning ordinances; working knowledge of Geographic Information System (GIS) hardware and software for the purpose of program database analysis and application; ability to provide professional advice, guidance and assistance to local community, and others interested in land development planning work; ability to prepare technical correspondence in the course of official duties; ability to organize assigned technical planning work and develop effective work methods; ability to establish and maintain cooperative working relationships with contractors, public officials and the public; ability to read maps, plans and specifications; ability to communicate both orally and in writing; tact and courtesy; mental alertness.

MINIMUM QUALIFICATIONS: Either

- A. Possession of a Master's degree in Urban or Regional Planning, Urban Design or a closely related field; **OR**
- B. Possession of a Bachelor's degree in Urban or Regional Planning, Urban Design or a closely related field and one (1) year of technical work experience in planning or related work which included use of personal computers and familiarity with Geographic Information Systems (GIS); **OR**
- C. Possession of an Associate's Degree in Urban or Regional Planning, Urban Design or a closely related field and three (3) years of technical work experience in planning or related work which included use of personal computers and familiarity with Geographic Information Systems (GIS); **OR**
- D. Graduation from high school or possession of a high school equivalency diploma and five (5) years of technical work experience in planning or related work which included use of personal computers and familiarity with Geographic Information Systems (GIS); **OR**
- E. An equivalent combination of training and experience as described in A, B, C, and D above.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.