

Jurisdictional Class: Competitive  
Adopted: August 8, 1980  
Revised: June 11, 2010

**PLANNER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is the beginning level of professional planning work involving responsibility to perform limited office and field assignments in connection with municipal, regional, or community planning projects and grant applications for federal and state monies available for community development. Within this job concept, assignments increase in complexity and responsibility as incumbents increase in professional competence. The work is performed under general supervision of a higher level planner or other supervisor with limited leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision may be exercised over the work of clerical, drafting, and other non-professional personnel. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Prepares studies relating to open spaces, parking, community development, traffic, transportation, and other facilities for municipalities and other subdivisions of government;  
Monitors development of State and Federal funding as an aid in preparation of grant applications;  
Obtains and collects statistical data relative to capital improvement programs concerning such subjects as tax base, elements of municipal indebtedness, and sources of revenue;  
Participates in meetings with civic and business leaders, neighborhood groups, and planning committees to determine regional and community planning needs;  
Attends neighborhood, community development, and housing meetings to offer staff assistance in interpretation of state and federal regulations relative to community planning projects and programs;  
Prepares draft planning and zoning provisions designed to resolve existing municipal conflicts;  
Performs project management responsibilities for two or more projects among public transportation, agricultural district review, affordable housing, land use management, or environmental management.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Working knowledge of the purposes, principles, terminology, and practices employed in municipal planning;  
Working knowledge of the sociological, economic, environmental, engineering, design, and research factors in problems involved in community planning;  
Working knowledge of the principles and practices of drafting, mapping, and graphic visual methods as applied to community planning;  
Working knowledge of current accepted methods for collection, analysis, and interpreting of statistical data for planning purposes;  
Working knowledge of basic research methods and techniques used in municipal planning and related grant applications of federal and state community development funds;  
Ability to understand complex oral and written directions;  
Ability to conduct field studies and research projects in development of community planning projects;  
Ability to get along well with others.

Planner

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Planning, Environmental Studies, Architecture, Landscape Architecture, Urban Geography, Engineering, or a field related to planning and two (2) years experience in municipal, community, or regional planning; or
- (b) Possession of a Master's Degree in Sociology, Urban Geography, Government, Public Administration, or related field from a regionally accredited or New York State registered college or university and one (1) year of experience as outlined in (a) above; or
- (c) Possession of a Master's degree in Planning from a regionally accredited or New York State registered college or university; or
- (d) An equivalent combination of experience and training as defined by the limits of (a), (b), and (c) above.