

## **ASSOCIATE PLANNER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is technical-professional planning work of a difficult nature involving responsibility for the development and effecting of specific planning programs. The work is performed under the direction of a higher-level professional staff member and supervision may be exercised over a small number of lower-level employees. Evening work is frequently required of employees in this class. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans and directs field surveys;

Plans and coordinates revisions of zoning ordinances, subdivision regulations and related planning controls;

Meets with local planning agencies, officials and professionals and may address the public on planning problems and programs;

Compiles and analyzes a variety of technical planning studies in relation to regulations and design criteria;

Analyzes data of economic characteristics and capital programming;

Evaluates grant programs and assists in the preparation of applications;

Reviews subdivision and site plan applications and coordinates their processing with other reviewers and consultants.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, practices and techniques of municipal and county planning including economic analysis and capital programming; good knowledge of subdivision design and site planning; good knowledge of the organization and operation of municipal government in New York State; ability to supervise the work of others; ability to design and administer research studies; ability to communicate effectively, both orally and in writing; ability to use a personal computer and software appropriate to various planning activities\*.

### **MINIMUM QUALIFICATIONS:**

1. A Bachelor's degree in Planning (e.g. Urban, Regional or Community), Landscape Architecture, Building or Civil Engineering, Geography, Social Science, or comparable curriculum and four (4) years of professional experience in municipal, community or land-use planning; or
2. A Master's degree in Planning (e.g. Urban, Regional or Community), Landscape Architecture, Building or Civil Engineering, Geography, Social Science, or comparable curriculum and two (2) years of professional experience in municipal, community or land-use planning.

**PROMOTION:** Two (2) years of permanent status as a Senior Planner.

\*To be demonstrated during the probationary period.

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Competitive