

PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This is technical-professional planning work of a complex nature which involves responsibility for independently concluding routine projects and assisting in the development of programs by physical planning and the use of economic and social research techniques. Supervision is received from a technical employee of higher rank. Evening work is frequently required in this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and executes field assignments;

Makes studies and drafts revisions of zoning ordinances, subdivision regulations and related planning controls;

Reviews proposed changes in zoning, land subdivision, site plans, etc. and assesses required factors and standards in order to make recommendations regarding such proposed changes;

Meets with local planning agencies, officials, professionals and the public;

Participates in the compilation and analysis, both written, graphic and statistical of a variety of technical planning studies;

Operates a personal computer, using software appropriate to various planning activities;

May compile and analyze factual data of economic characteristics and capital programming.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, practices and techniques of municipal and county planning; good knowledge of subdivision design and site planning; good knowledge of the organization and operation of municipal government in New York State; ability to read and interpret land-use zoning ordinances; ability to establish and maintain effective working relationships with others; ability to present ideas clearly and concisely 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 two (2) years of professional experience in municipal, community or land-use planning; or
2. A Master's degree in Landscape Architecture, Building or Civil Engineering, Social Science, and one (1) year of professional experience in municipal, community or land-use planning; or
3. A Master's degree in Planning (e.g. Urban, Regional or Community) or Geography.

*To be demonstrated during the probationary period.

SPECIAL REQUIREMENT: Candidates employed in the Town of Clarkstown must demonstrate proficiency in Geographic Information Systems (GIS) software during the probationary period.