

## **PLANNER**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for completing components of planning projects related to economic and community development. The position involves responsibility for collecting data, and participating in studies which involve researching, investigating and analyzing economical, sociological and environmental factors as it relates to municipal planning. The incumbent in this position is responsible for performing assignments under close supervision relative to economic and community development for the purposes of business retention, housing and neighborhood revitalization. The work is performed under the direct supervision of the Director of Planning and Economic Development. The position differs from that of Senior Planner in that this position does not act as a lead on a project, but rather works closely with a Senior Planner for direction on projects assigned. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Participates in field studies and surveys to collect demographic and other related planning data to be included in planning projects;

Prepares charts, drafts, drawings, designs and other related graphic material for planning projects;

Provides planning assistance to the community by attending neighborhood, community development and housing meetings to offer assistance relative to community planning projects and programs;

Assists with the development of land use plans by collecting, analyzing and tabulating statistical data such as land use regulations, design controls, historic preservation, environmental laws and any other pertinent information in the development and review of land use plans;

Assists with grant and city-funded activities by reviewing proposed community development activities with neighborhood organizations and special interest groups;

Prepares status reports, surveys, and site analyses related to project planning activities.

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

Good knowledge of the principles, methods and techniques used in economic and community development, municipal planning and promotional activities;

Working knowledge of the principles and practices in administering and monitoring grant funds;

Working knowledge of the Federal, State and local laws, policies and program related to the economic development and planning process;

Working knowledge of the business and economic conditions of the City;

Ability to analyze factual data and prepare maps, graphs, charts, diagrams and reports;

Ability to understand, interpret and analyze complex oral and detailed written material and quantitative data;

Ability to conduct field studies and research projects;

Ability to operate a personal computer to analyze data and statistics;

Ability to communicate effectively both orally and in writing;

Ability to establish and maintain effective working relationships with others;

Physical condition commensurate with demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in planning, landscape architecture, public administration, economics or a related field; or

- (b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in planning, landscape architecture, public administration, economics or a related field and one (1) year of experience in municipal, community or regional planning; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.