

COMMUNITY DEVELOPMENT PLANNER

9/6/2007

Distinguishing Features of the Class:

This is the beginning level of professional community development planning involving responsibilities to perform limited office and field assignments in connection with municipal, regional or community planning projects. Responsibilities include collecting and analyzing data, preparing charts and other graphic materials and assisting with community planning projects and programs. Other responsibilities include assisting in the preparation of applications for Federal and State programs, providing a liaison between the Office of Planning and Economic Development and various citizens' groups, researching various topics as assigned, preparing such reports as may be required and performing other duties as assigned. The work is performed under general supervision of a higher level Planner or other supervisor with limited leeway allowed for independent judgment in carrying out details of the work.

Typical Work Activities:

- Implements and administers community development programs
- Prepares status reports, surveys, site analyses and other information related to project planning activities
- Prepares various reports for Federal government
- Reviews proposed community development activities with neighborhood organizations and special interest groups
- Prepares cost estimates for proposed community development activities
- Prepares cost schedules, timetables and planning outlines
- Completes components of a variety of planning projects under supervision
- Performs a variety of related tasks as required

Full Performance knowledge, skills, abilities and Personal Characteristics:

Ability to write well and easily; general knowledge of urban renewal and community development guidelines and regulations; working knowledge of organization of city government; familiarity with local procedures relating to such bodies as the Planning Board, Zoning Board of Appeals, and City Council; knowledge of research methods and techniques; may require working knowledge of urban design techniques; ability to understand and follow detailed oral and written instructions.

Minimum Qualifications

- A. Graduation from a regionally accredited or New York State registered college or university with a master's degree in public administration, planning or related field;

OR

- B. Graduation from a regionally accredited or New York State registered four-year college or university with a bachelor's degree in public administration, planning or related field, and one year of work experience in public administration, planning or Community Development related fields;

OR

- C. An equivalent combination of experience and training as defined by the limits of A and B above.