

PLANNER

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing studies primarily concerned with physical development and governmental services within Cattaraugus County. The incumbent also does technical drawings for the Planning Department and may participate in other studies of other planning topics. Duties are performed under the direct supervision of the County Planning Director with some leeway allowed for the use of independent judgement in carrying out the details of the work. A Planner does related work as required.

TYPICAL WORK ACTIVITIES:

- Prepares and assists with detailed reports and studies regarding county and local planning issues;
- Develops recommendations regarding proposed policies, plans and projects;
- Prepares minutes, agendas and performs other administrative tasks in support of a variety of advisory boards and committees;
- Organizes and attends training sessions to meet the needs and interests of advisory boards and local communities;
- Develops and assists with citizen education programs for public input and participation at the municipal and countywide levels;
- Provides research and analysis of development projects consistent with local and state laws and policies, including General Municipal Law §239-1 and -m, the State Environmental Quality Review Act;
- Uses geographic information systems to maintain physical resource maps including wetlands, floodplains, land uses, etc., and prepares maps and statistics to illustrate planning concepts and perform analysis of data;
- Collects a variety of statistical data and prepares reports and maps on topics such as census information, land use, housing, and natural resources;
- Provides timely responses to requests for information from the general public, members of advisory boards and committees, and appointed and elected government officials;
- Prepares agricultural district proposals for certification and adoption;
- Makes field surveys to collect pertinent data;
- Conducts meetings explaining agricultural districting to landowners and other interested parties;
- Analyzes environmental impacts of pipelines and other physical development proposals;
- Designs report covers and other graphic illustrations;
- Prepares recreational activities maps and analyzes local park needs;
- Gathers estimates of the costs of physical improvements to facilities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the use of drafting instruments and illustrations; good knowledge of the procedures required by the Agricultural Districts Law to certify an Agricultural District; working knowledge of rural land use planning and development issues;

working knowledge of New York State environmental review procedures; ability to interpret and use maps including topographical, soils, and use and aerial photos; ability to communicate effectively both orally and in writing; ability to assemble statistical and demographic data from a variety of sources; ability to understand and carry out oral and written instructions; ability to prepare written reports; skill in the use of drafting instruments; public speaking aptitude.

MINIMUM QUALIFICATIONS: Either:

- A) Possession of a Bachelor's Degree in Planning, Landscape Architecture, Public Administration, Engineering, Environmental Studies or closely related field, including or supplemented by successful completion of three (3) credit hours in mechanical or engineering drawing or graphics, computer aided design, or related field;

OR

- B) Possession of an Associate Degree in Planning, Landscape Architecture, Public Administration, Engineering, Environmental Studies or closely related field, and two (2) years of experience in municipal, community or regional planning which must have included mechanical or engineering drawing or graphics, or computer aided design;

OR

- C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in municipal, community or regional planning which must have included mechanical or engineering drawing or graphics, or computer aided design;

OR

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

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE

Revised: 1/9/85

Revised: 9/26/19
Revised: 7/15/22