

## **FACILITIES PLANNER**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for applying principles and practices of architecture, landscape architecture, facilities planning and land use to county problems to produce imaginative and viable use and reuse of county land and buildings. The work is similar to a planner and an architect in that it combines the knowledge and skills of each class. An employee in this class performs under the general supervision of the Commissioner of Public Works or designee, with leeway allowed for independent judgment in carrying out all phases of work assignments. Assignments are received through conference and are reviewed through reports concerning the status of projects. Oversees the work of subordinate personnel, especially when assigned to the area of design planning. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Prepares studies involving research, investigation, and analysis related to the assessment of the quality and programmatic implications of physical design;

Prepares analyses of the spatial organization and efficient utilization of sites and structures;

Initiates facilities planning, design concepts and regulatory controls within prescribed limits;

Prepares or oversees the preparation of site analysis plans and other materials related to physical planning and design;

Constructs three-dimensional architectural models;

Participates in meetings with County officials, and other public officials to give advice on facilities, land use, design quality, space planning, space utilization, and real estate values;

May monitor construction in progress, in conjunction with Department of Public Works personnel, to insure compliance with program requirements and architectural specifications;

May write grant proposals for State and Federal grants and prepare applications for assistance relating to land use planning studies;

Prepares oral and graphic presentations and written reports to be given before legislative bodies and the public;

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

Thorough knowledge of the purposes, principles, practices, methods and terminology of the design process, site analysis, facilities planning, construction, land use planning, and development;

Good knowledge of applicable local laws and codes relating to construction, renovation of buildings and site design;

Good knowledge of basic research and techniques;

Good knowledge of the principles and practices of drafting, mapping and graphic visual methods as applied to facilities planning;  
Good knowledge of techniques used to gather data for statistical analysis and reports;  
Working knowledge of the principles and practices of architectural design;  
Working knowledge of Federal and State aid or grant programs available for the county and/or its municipalities;  
Ability to prepare and present complex reports effectively;  
Ability to express oneself clearly and concisely, both orally and in writing;  
Ability to organize and implement a project or study from concept to completion;  
Ability to understand complex oral and written directions;  
Ability to make difficult planning studies and prepare analyses, recommendations and revisions;  
Ability to establish and maintain effective working relationships with civic leaders, public officials and the general public;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in planning, architecture, landscape architecture or a closely related field and one year of experience in architectural drafting, space utilization or facilities or site design; OR
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in planning, architecture, landscape architecture or a closely related field and two years of experience in architectural drafting, space utilization or facilities or site design; OR
- C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and three years of experience in architectural drafting, space utilization of facilities or site design; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.