

PLANNER TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is entry-level professional planning work which involves assisting in the performance of a variety of municipal, regional, County and/or community planning assignments. These assignments also include learning to perform single aspects of larger planning projects, as well as to be a team leader for individual planning projects and programs. The incumbent may also learn how to serve as staff to advisory boards. Work assignments may increase in level of complexity and responsibility as the incumbents' professional competence increases. The work is performed under the direct supervision of the Commissioner of Planning and Economic Development. Does related work as required.

TYPICAL WORK ACTIVITIES:

Learns to and performs the following:

Participates in studies involving research, investigation and analysis of physical, economic and environmental factors relating to municipal, regional, County and/or community planning;

Designs and implements surveys on topics related to planning department projects;

Serves as staff for advisory boards by providing administrative support and by performing a variety of research projects;

Leads planning studies projects and programs as assigned;

Assists in the collection, tabulation and analysis of data, including census statistics, land use, economics, natural resources, etc.;

Obtains and collates statistical data relative to capital improvement programs covering such subjects as tax base, elements of municipal indebtedness and sources of revenue;

Instructs other department personnel in the use of computing equipment and software;

Prepares a variety of maps, charts, advertisements and other graphics required in support of planning projects being performed;

Performs miscellaneous office work and maintains records of planning unit activities;

Assembles and disseminates statistical data regarding current demographic characteristics, population growth, economic trends, business activities, residential development and other development/planning projects;

Participates in meetings with municipal planning boards, zoning boards, legislative bodies and other public officials to advise on planning matters, local land use and zoning ordinances and makes recommendations;

Provides assistance to municipalities in preparing comprehensive plans and land use control regulations;

Plans and conducts field studies and surveys.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the purpose, principles, practices, methods and terminology used in municipal, community, County, and/or regional planning;
Working knowledge of techniques used to gather data for statistical analysis and reports;
Working knowledge of the principles and practices of drafting, mapping and graphic visual methods as applied to community planning;
Working knowledge of basic research methods and techniques;
Ability to prepare complex written reports;
Ability to express oneself clearly and concisely, both orally and in writing;
Ability to understand complex oral and written directions;
Ability to analyze factual data and prepare graphs, diagrams and reports;
Ability to exercise personal discretion and sound judgment especially when dealing with the 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 Bachelor's Degree or higher in planning, architecture, landscape architecture, environmental studies, natural resources or related field; OR
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in engineering, sociology, economics, geography, government, public administration or related field; degrees must have included at least 15 semester credit hours planning or related coursework; OR
- C) An equivalent combination of experience and training as defined by the limits of A) and B) above.

NOTE: This is a trainee position in the competitive class. Appointment following the examination is for a one-year term during which time the incumbent learns the basics of the Planner position. Training is on the job. Promotion upon successful completion of the training period may be made without further examination to Planner.