

PLANNER II

LOCATION: Tioga County Department of Economic Development and Planning
CLASSIFICATION: Competitive
SALARY: Non-Union
ADOPTED: Adopted 2/03; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing full performance professional planning work in preparing and implementing assigned planning projects and studies by preparing, compiling and implementing data as it applies to a county planning program. Under direct supervision from the County Planning Director, an employee in this class performs professional planning work in projects and studies, which include designing and carrying out planning research; designing, researching and writing plans; and designing public participation initiatives for planning programs. The employee integrates data and information from a variety of technical specialties including, but not limited to, urban land economics and regional economics, environment and natural resource management; architecture and landscape architecture; civil and traffic engineering; land use regulation (zoning); public finance; or public health, with the purpose of producing short, medium and long range plans on a district, neighborhood, village, town or county wide scale. Work is performed independently with latitude given for initiative and creativity with supervisory guidance and advice available when needed. Supervision over others is not a usual function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Provides technical assistance and advice to local municipalities on master plans, land use, community development and related areas;
- Meets with local governmental officials, business and civic leaders, architects and engineers, planning and zoning board members and legal professionals to identify planning issues, define comprehensive solutions and to elicit or present recommendations;
- Performs GIS and related mapping services for the Department of Economic Development and Planning, including formulation, revision and maintenance of map files;
- Develops educational programs for local planning board members and workshops;
- Designs and performs studies involving data collection from various sources, data compilation and analysis related to local master plan implementation projects or other community planning initiatives;
- Performs research and analysis of data in the implementation of municipal, regional or community planning initiatives;
- Carries out special projects and research at the request of the County Planning Director and relieves the Director of a wide variety of administrative responsibilities;
- Prepares a variety of planning statistics, data, plans, charts, records and reports;
- Prepares and conducts oral and graphic presentations to inform legislative bodies, other governing boards and the general public concerning planning activities and information;
- Reviews incoming correspondence and answers routine inquiries independently or from brief oral or written notes;
- Keeps up-to-date on new developments in planning field and urban/rural community development;
- Plans, organizes and drafts complex analysis of community/regional issues using graphic, statistical and GIS tools;
- Receives calls and callers, providing information, assistance and referrals.

2. Planner II

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, terminology and practices involved in municipal, urban, regional or community planning; good knowledge of the demographic, economic, environmental, engineering, design regulatory, fiscal and research factors in problems involved in urban and regional planning; good knowledge of current methods for collecting, analyzing and interpreting statistical and environmental data; good knowledge of the principles, practices and techniques of drafting and mapping; good knowledge of zoning and subdivision practices and local codes and regulations; knowledge of legislation, current problems and professional literature in the field; working knowledge of Arc-View based GIS program/software; ability to prepare and present moderately complex reports effectively; ability to draft maps and site plans; ability to read and revise computerized land use maps; ability to understand complex oral and written directions; ability to establish and maintain effective professional working relationships with coworkers, municipal and public officials; proficient in the use of personal computer equipment; analytical ability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS (Either):

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in planning, geography or related field and (2) two years of professional level full-time paid work experience or its part-time equivalent in municipal or regional planning or it's equivalent in the private sector; **OR**
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in planning, geography or related field and (4) years of professional level full-time paid work experience or its part-time equivalent as listed in (a) above; **OR**
- (c) Six (6) years of professional level full-time paid work experience or its part-time equivalent as defined above.

Special Requirement: Possession of a valid driver's license will be required at time of appointment and throughout employment.