

PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This is professional work of moderate difficulty involving responsibility for preparing plans and reports and performing moderately complex duties relating to municipal planning. Work is performed in the Planning and Economic Development Department. The work involves considerable contact with public officials, professional and civic organizations and others representing the areas under study. Under the general supervision of an individual of a higher rank (e.g. Senior Planner, Planning and Economic Development Department Director), who provides general guidance, the Planner is responsible for carrying out specific plans, projects and initiatives. This employee is allowed considerable independence in carrying out his/her duties and may provide supervision over temporary or part-time technical employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Provides professional assistance in the preparation of comprehensive land use, zoning and economic development plans;
 Participates in studies involving research, investigation and analysis of sociological, economic and environmental factors related to municipal planning;
 Conducts review for site plans, subdivisions, and other matters, to include Development Coordination Committee (DCC) Completeness Review, and DCC submission and checklist to Planning Board, under the auspices of the department;
 Completes Concept Plan Completeness review;
 Schedules Planning Board meetings;
 Conducts field inspections of sites to assure that development is consistent with approved plans;
 Collects, analyzes and interprets data relating to planning matters in the Town, such as population reports; industrial, commercial and residential development;
 Conducts field studies and surveys;
 Prepares or supervises the preparation of a variety of planning statistics, data, plans, designs, charts, records and reports;
 Prepares line drawings, charts, designs and layouts to scale;
 Confers with officials of government and representatives of various profession and lay groups and other regarding planning policies and objectives;
 Performs miscellaneous office work and maintains records of planning unit activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the purposes, principles, terminology and practices employed in municipal planning; good knowledge of sociological, economic, environmental, engineering, design and research factors involved in municipal planning; working knowledge of the principles and practices of drafting, mapping and graphic visual methods as applied to municipal planning; working knowledge of currently accepted methods for data collection, analysis and interpretation of statistical data; working knowledge of basic research methods and techniques; ability to understand complex oral and written directions; ability to establish and maintain satisfactory working relations with others; initiative and resourcefulness; tact; good judgment; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS Bachelor's degree in planning, architecture, or engineering, or field related to planning and one (1) year of experience in municipal community or regional planning or closely related work OR graduation from high school or possession of a high school

equivalency diploma and six (6) years of experience in a municipal planning, engineering, or building department with experience relevant to the title.

Education Note:

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 internet at <http://www.cs.ny.gov/jobseeker/degree.cfm>. You must pay the required evaluation fee.

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Personnel Officer
Town of Colonie
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