

PLANNING SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Planning Department, and the incumbent assists in the administration of the planning program. This calls for participation in the formulation, development, and execution of specialized planning problems. The work requires frequent contact with the general public, municipal officials and County employees, and necessitates accuracy and the utilization of confidential data. The work is performed under general direction of the Associate Planner. Supervision is not normally a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Participates in the formulation, development, and execution of specialized planning projects;
Assists in the administration of the planning program;
Conducts research, investigates and analyzes sociological, economic, and environmental factors of community planning;
Collects, compiles, tabulates, and analyzes statistical data and prepares reports;
Researches and prepares recommendations regarding zoning, subdivision regulations, and projects application reviews;
Conducts specialized research in planning problems and prepares reports.
Assists departments in state and federally funded projects.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the techniques, principles and problems within municipal, community or regional planning; good knowledge of the procedures and terminology of community planning; ability to make surveys and prepare reports; ability to understand complex oral and written directions; ability to get along well with others; good judgement; initiative and resourcefulness.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor Degree in planning, architecture, economics, environmental or civil engineering, *sociology, psychology, public or business administration or a closely related field.
- B. Graduation from a regionally accredited or New York State registered college with an Associate Degree in civil engineering technology, **human services, business administration, ***social sciences or a closely related field **AND 2** years experience in municipal, community or regional planning.

*Political Science is not considered a related field in sociology or psychology.

**Human Services with a concentration in sociology or psychology only.

***Social science will only include Criminal Justice, Psychology, and Sociology.

NOTE: Experience may be substituted year for year in lieu of college provided the experience was obtained in a position related to the special field of planning competence.