

TOWN OF CLAY

JOB POSTING

Planner II

JOB FUNCTION: The position involves responsibility for full performance of professional planning work in preparing and implementing assigned planning projects and studies by preparing, compiling, and implementing data as it applies to municipal planning programs. Reports directly to the Commissioner of Planning and Development. Under supervision, 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 and implementing 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, city or county-wide scale. Work is performed independently with latitude given for initiative and creativity with supervisory guidance and advice available when needed. Supervision is not a usual function of this class, but the employee may occasionally, depending on the complexity or size of a project, supervise other subordinates. Does related work as required.

DUTIES AND RESPONSIBILITIES:

- Designs and carries out studies involving data collection from statistical, legislative and field sources; designs and/or participates in studies involving compilation and analysis of physical, economic, environmental, fiscal and demographic factors relating to urban, regional or community planning.
- Designs and implements programs for public participation in all phases of planning programs.
- Meets with government officials, business and civic leaders, legislators, planning and zoning board members, legal, architectural and engineering professionals and the public, to identify planning issues, define comprehensive solutions and to elicit or present recommendations.
- Plans, organizes and drafts complex analysis of urban and regional issues using graphic, statistical and geographical information system tools.
- Plans and conducts field surveys or projects as assigned.
- Prepares reports and long range, comprehensive plans that articulate public policy and goals on a range of urban and regional land use and planning topics.
- Provides assistance in preparing comprehensive plans and land use control regulations.
- Provides administrative support to the Planning Board and Zoning Board of Appeals by reviewing applications and attending hearings to address questions from board members and the public.
- Other duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of principles, practices, methods and techniques employed in urban and regional planning.
- Good knowledge of the demographic, economic, environmental, engineering, design regulator, fiscal and research factors in problems involved in urban and regional planning.
- Good knowledge of current methods for collection, analysis and interpretation of statistical data for planning purposes.
- Good knowledge of current methods of research design, data collection and analysis used in urban and regional planning.
- Good knowledge of land use and environmental regulatory techniques and current legislative trends.
- Ability to conduct field studies, and research projects in development of community planning projects and programs.

- Ability to attend evening and off-site meetings.
- Ability to organize complex material and produce reports that integrate text, GIS maps and statistical analysis in clear, comprehensive and understandable ways.
- Ability to analyze factual data and prepare graphs, diagrams and reports.
- Ability to express oneself clearly and concisely both orally and in writing.
- Ability to understand complex oral and written directions.

MINIMUM QUALIFICATIONS:

Promotion:

Two (2) years of permanent competitive class status as a Planner I.

Open Competitive

A. Graduation from a regionally accredited college or university with a Master's degree in Architecture, Landscape Architecture, Civil Engineering, Geography, Public Administration, Environmental Studies, Transportation and Transit Planning and Analysis, or City or Regional Planning or a field closely related to City or Regional Planning, **and** two (2) years of professional level work experience, or its part time equivalent, in community planning, development, or redevelopment in a public sector agency or its equivalent in the public sector; or,

B. Graduation from a regionally accredited college or university with a Bachelor's degree in Architecture, Landscape Architecture, Civil Engineering, Geography, Public Administration, Environmental Studies, Transportation and Transit Planning and Analysis, or Urban Planning or a field closely related to Urban Planning, **and** two (2) years of professional level work experience, or its part time equivalent, in community planning, development, or redevelopment in a public sector agency or its equivalent in the private sector; or,

C. Six (6) years of paraprofessional or professional level work experience, or its part time equivalent, in planning, architecture, landscape architecture, civil engineering, geography, public administration, environmental studies, or transportation and transit planning and analysis, at least two (2) years of which must have been professional level work experience in community planning, development, or redevelopment in a public sector agency or its equivalent in the private sector.

NOTE: Community planning, development, or redevelopment or its equivalent in the private sector includes, but is not limited to, planning and related analyses with respect to land use, zoning, transportation, housing, economic development, the environment and urban design.

SPECIAL NECESSARY REQUIREMENT:

At time of appointment, New York State Public Officers Law requires United States Citizenship.

This position requires taking and passing a competitive Civil Service Exam for title Planner II (15110). The position is open as a lateral transfer or to qualified candidates on the civil service list.

If you feel you meet the above requirements and wish to be considered for this position, please **submit your resume with qualifications to the following:** hrmanager@townofclayny.gov.

Salary Range: \$70,000 - \$72,500/year DOE