

Jurisdictional Class: Competitive
EEO Category: Paraprofessionals
Revised: 04/27/2021

PLANNING SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in assists in the administration of the planning program. This calls for participation in the formulation, development, and execution of specialized planning projects. 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 the general direction of a higher level supervisor. Supervision is not normally a responsibility of this class. The incumbent performs 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, transportation and environmental factors of community planning;
Collects, compiles, tabulates, and analyzes statistical data and prepares reports using spreadsheets and statistical software packages;
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;
Conducts field work associated with data collection and analysis, which requires having and maintaining a valid NYS driver's license;
Views and makes minor modifications to Geographic Information System (GIS) data.

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 use computers and commonly used office software; ability to make field observations and collect data; ability to understand complex oral and written directions; ability to get along well with others; good judgment; initiative and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- (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 science, engineering, sociology, public administration, geography, natural resources, criminal justice, statistics or a closely related field;
OR
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher **AND** one (1) year of **professional planning experience**.*

continued...

***Professional planning experience** - Teaching the subjects of land use planning, urban planning, economic development, environmental design, planning workshops, planning studios, community planning studios, transportation planning, sociology, civil engineering, human services, and similar courses in a collegiate setting is also considered qualifying experience.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 1998

Revised: 05/05/1998; 10/05/1998; 10/13/1998; 07/15/2015; 05/02/2017; 03/26/2019;
04/21/2021; 04/27/2021