

Jurisdiction: Oneida County Town of New Hartford
Jurisdictional Class: Competitive
Adopted: 06/20/02

PLANNER/GRANT WRITER

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible for specific phases of moderately difficult planning projects or in charge of a major phase of a more complex study. Projects involve community planning on a municipal basis. Incumbents will also be responsible for grant research, writing, and maintenance. Duties are performed under the general direction of a Town Supervisor. The Planning Board may give advice to the Planner relative to mandates and requirements of all laws pertaining to planning and zoning within the town. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Participates in preparing development plans;
Revises and updates local community plans as required;
Prepares and supervises preparation of a variety of planning statistics, data designs and reports;
Participates in preparation and revision of zoning ordinances;
Prepares zoning reports and recommendations;
Participates in the preparation and coordination of highway and transportation plans;
Prepares reports, maps and charts for publication and public presentation;
Prepares and presents seminars, newsletters, and other educational and instructional plans and conducts field surveys and studies;
Participates in Federal and State aid application preparation;
Implements State laws dealing with environmental and land use issues on the local level;
Prepares reports for Federal and State agencies and applications for grants;
Represents the planning agency upon request at conferences and meetings; meets with civic and business leaders to determine regional and community planning needs.
Researches, identifies and develops potential grant opportunities by searching for program ideas and sources;
Assists in planning and developing grant applications and reviewing and processing grant documents;
Maintains information file on grants, including what programs are available, where to apply for which programs, and trends in federal, state and private programs;
Coordinates timetables, meetings, input and deadlines to expedite timely grant submission;
Monitors regulatory matters concerning grants and contracts to ensure compliance.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the purposes, principles, terminology and practices employed in municipal, regional and community planning; good knowledge of current methods of collecting, analyzing and interpreting statistical data; good knowledge of zoning and subdivision practices; good knowledge of research methods and techniques; good knowledge of current problems and literature in the planning field; ability to prepare long-range comprehensive development plans for land use analysis and fiscal analysis; ability to understand and follow complex oral and written directions; ability to communicate effectively at all levels, both orally and in writing; ability to interact well with others; initiative; resourcefulness; sound judgment.

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MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Master's Degree in city, regional or urban planning from a regionally accredited or New York State registered college or university **AND** one (1) year of experience in preparing proposals and/or grants; **OR**
- (B) Possession of a Master's Degree in geography, architecture, landscape architecture, civil or environmental engineering, environmental planning, sociology, public administration, economics, or a field related to planning, from a regionally accredited or New York State registered college or university **AND** one (1) year of experience, in the field of regional, county, or municipal planning **AND** one (1) year of experience in writing proposals or grants; **OR**
- (C) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in city, regional or urban planning **AND** two (2) years of experience, as defined in (A) above; **OR**
- (D) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in geography, architecture, landscape architecture, civil or environmental engineering, environmental planning, sociology, public administration, economics, or a field related to planning, **AND** two (2) years of experience, as defined in each area listed in (B) above.

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