

PLANNER I

DISTINGUISHING FEATURES OF THE CLASS: This is the beginning level of professional planning work involving responsibility to perform limited office and field assignments in connection with municipal, regional or community planning projects. Responsibilities include collecting and analyzing data, preparing charts and other graphic materials and assisting with community planning projects and programs. The work is performed under general supervision of a Planner II or other supervisor with limited leeway allowed for independent judgment in carrying out the details of the work. The incumbent may be responsible for supervising the work of the Assistant Planner. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs a variety of planning projects under supervision;  
Collects data and participates in studies involving research, investigation analysis of sociological, economic and environmental factors related to municipal, regional, and community planning;  
Collects, analyzes and tabulates statistical data for use in population, housing, community development and land use reports;  
Prepares charts, drafts, working drawings, designs, layouts to scale and other graphic materials to aid in the planning function;  
Attends neighborhood, community development and housing meetings to offer staff assistance relative to community planning projects and programs;  
Performs a variety of related tasks as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the purposes, principles, terminology and practices employed in municipal planning; working knowledge of the sociological, economic, environmental, engineering, design and research factors in problems involved in community planning; ability to understand and follow detailed oral or written instructions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Possession of a Master's degree in Planning, Civil Engineering, Urban Geography, Landscape Architecture, Government, Public Administration, Economics or a related field OR;
- (B) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in Planning, Civil Engineering, Urban Geography, Landscape Architecture, Government, Public Administration, Economics, or a related field and one (1)

year of experience in municipal, community or regional planning; OR

- (C) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in Planning, Civil Engineering, Urban Geography, Government, Public Administration, Economics, Landscape Architecture, or a related field; and three (3) years of experience in municipal, community or regional planning; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Revised  
CSC 12/11/84