



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **Associate Planner**
Jurisdictional Class: Competitive
Civil Division: County
Adoption: CSM 5/11/74
Revised: CSM 4/12/06, 2/13/14

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent performs difficult and complex professional planning work. This involves responsible professional duties at a supervisory level overseeing the preparation of plans and reports on a municipal, county, metropolitan or regional level. The work usually involves considerable public contact with public officials, professional and civic organizations and others representing the areas under study. The position differs from a Senior Planner in that the incumbent functions as the head or assistant head of the unit. Supervision is exercised over subordinate professional and sub-professional positions. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Oversees and participates in various, and simultaneous preparation of, major departmental programs, projects and policies including but not limited to comprehensive municipal and regional land use plans, community development and community revitalization plans, agricultural and farmland protection plans, natural resources assessments and management plans, water resources planning and related environmental impact assessments on sub-basin, watershed and regional levels;

Participates directly in the research, preparation and implementation of emergency management plans, disaster preparedness and health emergency preparedness plans and countywide emergency response planning;

Participates in and supervises subordinate staff working on the writing, administration and implementation of various federal, state and local grant programs, including but not limited to grant-related research, budgetary, assessment, monitoring and reporting activities and the solicitation and management of grant-related consultant and vendor contracts;

Serves as the primary staff contact for local municipalities, other county departments and the public for technical assistance and questions related to water quality and water resource management natural resources and watershed protection;

Prepares and presents oral and written reports on major departmental programs and projects to state, county, city, town and village boards and elected officials, as well as working directly with and serving on various environmental, health and natural resource boards and/or agencies;

Works closely with the Cayuga County Environmental Engineer and Solid Waste Manager on department and countywide projects;

Coordinates project goals, plans, procedures and work schedules between participating members of the department staff and outside/departments and/or agencies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

- Thorough and current knowledge of principals, practices, techniques, and terminology employed in municipal, regional and community planning;
- Thorough and current knowledge of principals, practices, techniques and terminology in agriculture and farmland protection, water and natural resource management and protection;
- Thorough knowledge of current methods of collecting analyzing and interpreting statistical data;
- Ability to formulate and direct complex, multi-disciplinary studies and projects related to municipal and regional land use and natural resource planning and protection including the ability to research, define, develop and present public policy positions for consideration by local, regional and state elected officials;
- Ability to prepare project budgets;
- Ability to supervise subordinate professional personnel in various complex planning project phases;
- Ability to express ideas clearly and concisely, both orally and in writing and through online media as needed;
- Ability to establish and maintain an effective working relationship between government agencies, elected officials and the public and exhibit sound, professional judgment.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or NYS registered college with a Master's degree in Planning, Landscape Architecture, Environmental Science, Resource Management, Environmental Engineering, or related field; AND
- (B) At least 8 years of professional work experience in the fields of Municipal and/or Regional Planning, Environmental, Water and/or Natural Resource Protection and Management, or related field; AND
- (C) A least 4 years of documented experience in professional grant writing and/or grant administration; AND
- (D) At least 2 years of experience supervising professional, technical and clerical personnel in county or regional planning related projects.

SPECIAL REQUIREMENT(S):

- Possession of a valid NYS driver's license.
- American Institute of Certified Planners (AICP) certificate preferred but not required.