



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **Planner**
Jurisdictional Class: **Competitive**
Civil Division: **Planning Board**
Adoption: **CSM**
Revised: **CSM** 7/10/73, 7/09/97, 8/12/98, 4/12/06, 7/9/08, 5/9/12, 7/17/14

DISTINGUISHING FEATURES OF THE CLASS:

Performs office and field assignments in connection with community, municipal, county, and regional planning; does related work as required. This is the entrance grade position for college graduates who have specialized in their studies as described further in this specification. In addition, appointments to this title may be made of Bachelor's degree trainees who have completed their one-year training period. The work delegated to employees in this class consists of professional assignments in keeping with the job level as well as the limited experience required of the incumbents. Within this job concept, however, assignments may increase in complexity and responsibility as employees increase in professional competence. Occasional supervision may be exercised over nonprofessional help or other planning personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Participates in studies involving research, investigation, and analysis of sociological, economic and environmental factors related to community, municipal, county, or regional planning;

Performs data entry of geographic related material and maintains inventory of digital map files, digital base coverage information, associated database attribute files, and GIS program files;

Collects and analyzes data by different geographic areas;

Prepares reports, technical documents, administrative, and informational activities, participates in presentations made to public officials, technical committees and other general public to provide and elicit information;

Responds to requests and provides information directly regarding the County's GIS and /or Geodetic Reference System;

Assists in the operation of the County's GIS including programming, database management, base map creation and maintenance, map production, and application development;

Helps to prepare charts, drafts, and other illustrative materials;

Provides research information to other County personnel and the public via the Internet and/or other forms of telecommunication;

Researches, establishes and reviews various systems by which individual knowledge and expertise can be captured, maintained, organized, and queried by other County personnel;

Participates in the Community Development Block Grant (CDBG) Program and the annual New York State Consolidated Funding Application (CFA) funding rounds and assists in all administrative requirements associated thereto, including preparation and submission of grant applications, grant administration, program monitoring, and all related activities;

Participates in agriculture and farmland development and protection planning activities, including coordination with other entities engaged in agricultural development and agriculture and farmland protection at the federal, state, and local level;

Participates in economic development planning activities, including coordination with other economic development entities at the federal, state, and local level;

Assists in the preparation of watershed and water resource management and protection plans and preparation of highway and commercial corridor plans;

Prepares implementation plans for approved projects through such methods as seeking grants and municipal coordination of key stakeholders and personnel;

Assists in the preparation of community comprehensive plans and new or amended zoning and land use regulations;
Participates in meeting with and works with local officials and citizen groups on community planning and development issues;
Responds to requests and provides information directly regarding the land use and zoning regulations and county planning and development resources;
Assists senior staff with community, natural resources and economic development planning activities;
Attends and occasionally represents the agency at conferences for governmental agencies;
Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Working knowledge of the purposes, principles, terminology, and practices employed in community, municipal, county, and regional planning;
Working knowledge of the sociological, economic, environmental, engineering designs and research facts in problems involved in community planning;
Working knowledge of the principles and practices of computer mapping (GIS) and graphic visual methods as applied to community planning;
Basic knowledge of current accepted methods for data collection analysis and interpretation of statistical data;
Working knowledge of basic research methods and techniques;
Working knowledge of municipal economic development strategies;
Working knowledge of contemporary telecommunications issues;
Working knowledge of municipal grants, grant administration and CDBG regulations;
Working knowledge of GPS and applications to municipal planning;
Ability to understand complex oral and written directions;
Ability to get along well with others;
Ability to communicate and deal effectively with others;
Initiative and resourcefulness;
Tact;
Good judgment.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college with a Master's Degree in Planning, Architecture, Landscape Architecture, or Environmental Resource Planning; OR
- (B) Graduation from a regionally accredited or New York State registered college with a Bachelor's Degree in Planning, Architecture, Landscape Architecture, or Environmental Resource Planning, PLUS 1 year of experience in community planning, regional planning or work related to the qualifying degree; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.