

## **PLANNER II**

**DISTINGUISHING FEATURES OF THE CLASS:** Performs supervised office and field assignments in connection with municipal and regional or community planning. This is an entry level position for work in the County Planning Department which consists of basic professional assignments which may increase in complexity and responsibility as the employee progresses in professional competency. The work is performed under the supervision of the Director and then the Senior Planner, and then Planner. Candidate is expected to perform related work, as required. Salary low \$40,000's.

### **TYPICAL WORK ACTIVITIES:(ILLUSTRATIVE ONLY)**

- Participates in studies, research, survey, investigation and the analysis of municipal, regional and community planning and environmental issues;
- Assists in research and investigations related to general county-wide planning studies including agriculture, transportation, recreation and energy;
- Renders technical assistance to the community at large, as required;
- Helps prepare and may participate in educational assistance to the entire community;
- Helps to prepare charts, drafts, reports and produce other illustrative materials for planning documents;
- Assists in collection, tabulation and analysis of data on census statistics for use in the planning reports
- Prepare computer generated maps using ArcGIS.
- Helps prepare and may participate in educational assistance to the entire community;
- Assists Planner in preparing recommendations for the 239 L & M referrals;
- Represents the Department on Committees or at conferences as required.

### **FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Working knowledge of the purposes, principles, terminology and the practices employed in municipal, community and regional planning; working knowledge of the sociological, economic, environmental and engineering factors involved in 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; ability to understand complex oral and written directions; ability to be able to communicate and deal effectively with others; initiative and resourcefulness; tact; good judgment; physical condition commensurate with the demands of the position. Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and ArcGIS.

### **MINIMUM QUALIFICATIONS:**

- a) Possession of a master degree in Urban/Regional Planning, Environmental Management, Government, Public Administration or a closely related field; OR
- b) Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree in environmental or resources planning, geography or a closely related field and one (1) year of experience in municipal, community or regional planning work; OR
- c) Equivalent combination of education and/or experience meeting the qualifications of five (5) years provided the experience is full-time employment in a municipal, community or regional planning agency.

**PLEASE SEND COVER LETTER AND RESUME TO KENNETH J. FLOOD, PLANNING DIRECTOR, COLUMBIA COUNTY PLANNING DEPARTMENT, 401 STATE STREET, HUDSON, NY 12534.**