



COUNTY PLANNER

Jurisdiction Class: Non-Competitive
Civil Division: County
Adopted YCCSC: 2/16/1998
Revised by YCCSC: 1/6/1999
Revised by PO: 5/7/2007
Revised by PO: 4/16/16
Revised by PO: 10/13/2016

DISTINGUISHING FEATURES OF THE CLASS:

This is important planning work involving responsibility for the performance of a variety of municipal, regional and community planning work. The assignments may include responsibility for the administration of grant funded or state funded programs. The incumbent is expected to be responsible for the design and implementation of specific planning studies and to function as a team leader for major planning projects, including GIS. The Planner will collaborate and coordinate planning activities with: Yates County government, the Yates County Planning Board, the Finger Lakes Economic Development Center, the Yates County Chamber of Commerce and the Yates County Agriculture and Farmland Protection Board. Work is performed under the policy direction of the County Legislature and the administrative direction of the County Administrator. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Coordinate planning activities with the County Legislature, the County Administrator, the Yates County Planning Board, and the Yates County Agriculture and Farmland Protection Board;

Facilitate implementation of Yates County government's role in planning and economic development strategies including, but not limited to: agriculture and farmland protection; housing; transportation (including airport activities); business recruitment, retention and expansion initiatives; SEQR preparation; and comprehensive planning.

Coordinate special projects for the County Legislature and the County Administrator. Support the County Administrator in grants development and administration;

Interact regularly with: Regional planning agencies, the Yates County Soil and Water Conservation District, Yates County Cornell Cooperative Extension, the Finger Lakes Economic Development Center, and the Yates County Chamber of Commerce, working in a coordinated and cooperative manner with these agencies as appropriate;

Coordinate and develop GIS activities;

Support the County Administrator and the Budget Officer in preparing the five-year capital plan on an annual basis;

Prepare and manage the Planning Department budget;

Assist the County Planning Board and local planning boards with planning, using a team approach, and convey the substance of the plans to the appropriate government and community leaders and to the general public;

Support the County Legislature and County Planning Board in establishing the County's short and long term planning efforts;

Coordinate required referrals submitted under General Municipal Law 239 and review and disseminate the results to local government offices, interested parties and the general public;

Provide data on land use activities, analyze the data and determine its sociological, economic and environmental impacts;

Coordinate County government and Planning Board responsibilities regarding the U. S. Census. Prepare Planning Board agendas and related information;

Facilitate County and local government training programs, serving as an educational and technical resource for town and village planning and zoning boards;

Performs other duties as assigned.

MINIMUM QUALIFICATIONS: Either:

- a) Possession of a Master's degree in Planning from a regionally accredited or New York State registered college or university; OR
- b) Possession of a Master's Degree in Sociology, Economics, Urban Geography, Government, Public Administration, Statistics, or a related field, from a regionally accredited or New York State registered college or university and one year of experience in municipal, community or regional planning; OR
- c) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Planning, Architecture, Landscape, Architecture, Urban Geography, Engineering, or a field related to planning, and one year experience as outlined in (b) above; OR
- d) An equivalent combination of experience and training as outlined by the limits of (a), (b) and (c) above.