

JUNIOR PLANNER

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class assists higher level planning and GIS staff in assignments relating to various phases of municipal, community, county and/or regional planning programs and projects. The work may include preparing small scale individual planning projects or single aspects of larger planning projects and programs, including the use of Geographic Information Systems to perform spatial analysis and prepare maps. The work is carried out in accordance with well-established and accepted professional planning techniques and procedures, under the direct supervision of a higher level planning or GIS professional. May be required to attend evening meetings in various localities relating to related assignments. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Conducts research and analysis of sociological, economic and environmental factors related to municipal, regional and community planning;
May meet with community organizations, legislative bodies, and other public officials to advise on planning matters and make recommendations;
Assists in the preparation of grant applications;
Prepares planning reports including appropriate maps, charts, tables and graphics;
Reviews GML §239-m planning referrals;
Collects and organizes statistical data necessary for the preparation of planning studies;
Organizes records for State and Federal grants;
Researches funding sources for County or Municipal projects;
Assists in preparing quarterly and annual reports;
Utilizes geographic information system (GIS) in the development of land use analysis and preparation of maps;
Utilizes GIS to collect, create and edit spatial data;
Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the purpose, principles, practices, methods and terminology used in municipal, community, County, and/or regional planning; working knowledge of techniques used to gather data for statistical analysis and reports; working knowledge of the principles and practices of drafting, mapping and graphic visual methods as applied to community planning; working knowledge of basic research methods and techniques; ability to prepare complex written reports; ability to express oneself clearly and concisely, both orally and in writing; ability to understand complex oral and written directions; ability to analyze factual data and prepare graphs, diagrams and reports; ability to exercise personal discretion and sound judgment especially when dealing with the public. ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative, tact; resourcefulness.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in planning, landscape architecture, environmental studies, geography, natural resources or related field.