

ORANGE COUNTY CLASS SPECIFICATION

TITLE: PLANNER **GRADE:** 14

TITLE ABBREVIATION: PLANNER **TITLE NO.:** 6510

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** PR **FLSA CODE:** PR

DEPARTMENT: PLANNING **DIVISION:**

SUPERVISOR'S TITLE: VARIOUS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting in the development of plans and programs on a municipal, county or regional level as administered through the Orange County Department of Planning and Development. The work is carried out in accordance with established policies and procedures and involves the performance of a variety of planning activities related to water, sewer and land use, environmental, natural and recreational resources, community facilities, housing, transit and transportation. Work is performed under the general supervision of the Commissioner of Planning, Deputy Commissioner, and senior staff with latitude for independent judgment in carrying out the details of the work. Supervision may be exercised over assigned staff or consultants. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Reviews, conducts investigations and prepares reports on municipal zoning and subdivision referrals;
2. Researches, collects, analyzes and prepares, and may supervise a variety of planning data and work products including but not limited to: statistics, GIS data and other databases, maps, plans, graphics, presentation materials, records, and reports;
3. Plans and conducts field studies and surveys and may assist with environmental impact analyses;
4. Researches and drafts proposed model zoning ordinances, subdivision regulations and related planning controls for use by municipalities.
5. Participates in meetings with government agency, not-for-profit, civic and business leaders to determine municipal and county planning needs;
6. Participates in meetings with municipal planning boards and zoning boards of appeals and other municipal officials on planning, zoning and subdivision control matters;
7. Participates with local, regional, State and Federal agencies on countywide and regional planning projects and programs.

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8. Assists in the preparation and administration of grants, contracts, procurements, reimbursements and reporting;
9. Assists with the coordination of public outreach, seminars, workshops, educational sessions, certification courses, and other events.
10. Operates computers requiring word processing, spreadsheet, database, permit/application tracking, geographic information systems (GIS), and similar information technology and may coordinate implementation and maintenance of such systems.
11. Conducts research and performs regular staff support work for various County boards, committees, and related work groups including, but not limited to, the County Planning Board, the County Agricultural and Farmland Protection Board, the Orange County Transportation Council, and the Orange County Municipal Planning Federation as assigned.
12. Assists in the review and preparation of responses to FOIL requests.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the purposes, principles, terminology and practices employed in municipal, county or regional planning; good knowledge of zoning and subdivision practices; good knowledge of current methods for collecting, analyzing and interpreting statistical data; good knowledge of current problems and literature in the field; good knowledge of research methods and techniques; ability to plan and supervise the work of others; ability to understand complex oral and written directions; ability to get along well with others; initiative and resourcefulness; good judgment; tact; ability to communicate and deal effectively with others physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Master's degree in Community, Regional, Urban or City Planning; OR
- (B) Possession of a Master's degree in Architecture, Civil Engineering, Environmental Studies, Geographic Information Systems, Geography, Government, Historic Preservation, Landscape Architecture, Public Administration or related field and one (1) year of experience in municipal, county or regional planning; OR
- (C) Possession of a Bachelor's degree or higher in Community, Regional, Urban or City Planning, Architecture, Civil Engineering, Environmental Studies, Geographic Information Systems, Geography, Government, Historic Preservation, Landscape Architecture, Public Administration or related field and two (2) years of experience in municipal, county or regional planning; OR

- (D) One (1) year of experience as a Planner Trainee in the Orange County Department of Planning.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Revised 09/30/24