

ORANGE COUNTY CLASS SPECIFICATION

TITLE: PLANNER TRAINEE **GRADE:** 13

TITLE ABBREVIATION: PLANNER TRAINEE **TITLE NO.:** 6511

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

DEPARTMENT: PLANNING **DIVISION:**

SUPERVISOR'S TITLE: COMMISSIONER OF PLANNING

DISTINGUISHING FEATURES OF THE CLASS: The trainee level is used to recruit into the planning field, individuals who demonstrate a career interest in the planning field with County government. Trainees receive on-the-job training while performing increasingly responsible and independent activities in the field of municipal, county and/or regional planning. Direct supervision shall be received from the Commissioner during the training period. Trainee appointments are for a period of one year, following which incumbents receiving satisfactory ratings will be advanced to the title of Planner without further examination. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Receives training and assists in making investigations and preparing reports on municipal zoning and subdivision referrals;
2. Receives training and assists in the preparation of a variety of planning statistics, data, plans, designs, charts, maps, records and reports;
3. Receives training and assists in the preparation of specialized planning projects, such as water use and resources, land use and development, transportation systems, community facilities, and others;
4. Collects, tabulates and analyzes data for use in connection with planning reports;
5. Receives training and assists with planning and conducting field studies and surveys;
6. Participates in meetings with civic and business leaders to determine municipal and county planning needs;

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7. Researches and assists in formulating model guidelines for open space and farmland preservation, waterfronts and waterways, commercial areas, natural and manmade corridors, and land use/development techniques.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good 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 understand complex oral and written directions; ability to get along well with others; initiative and resourcefulness; ability to communicate effectively both orally and in writing; ability to apply computer graphic techniques for the creation of illustrative two- and three-dimensional drawings; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Possession of a Bachelor's degree or higher in Community, Regional, Urban or City Planning; OR
- B) Possession of a Bachelor's degree or higher in Architecture, Civil Engineering, Environmental Studies, Geographic Information Systems, Geography, Government, Historic Preservation, Landscape Architecture, Public Administration or related field and six (6) months experience in municipal, county, or regional 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: 8/3/2022 AT