

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;

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 KNOWLEDGES, 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) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in Community, Regional, Urban or City Planning; OR
- B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree 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 a field related to planning or community development.