

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** PRINCIPAL PLANNER **GRADE:** 18

**TITLE ABBREVIATION:** PRIN PLANNER **TITLE NO.:** 565150

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

**DEPARTMENT:** PLANNING

**SUPERVISOR'S TITLE:** COMMISSIONER OF PLANNING

**DISTINGUISHING FEATURES OF THE CLASS:** This supervisory position is responsible for specialized professional and technical work related to municipal, community, county, and regional transportation planning or land use/environmental planning, especially as it relates to the federally mandated allocation of federal transportation and capital funds under the auspices of the Orange County Transportation Council, which is the Metropolitan Planning Organization for Orange County (MPO) and other federal and state funding pertaining to land use/environmental planning. Work is performed under the supervision of the Commissioner of Planning with latitude allowed for the exercise of independent judgment in carrying out transportation and/or land use/environmental planning activities. Supervision is exercised over subordinate professional, technical and clerical personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Coordinates the formulation, assignment and scheduling of planning studies and performance audits to measure program and/or service efficiency and effectiveness; prepares reports on finding and prepares recommendations for improvements or changes in policy and procedure;

Coordinates programs and services with federal, state, and County agencies, the Metropolitan Planning Organization and other organizations working with the Department to ensure effective communication and delivery of services and/or programs;

Organizes and analyzes data from the field relating to transportation services and/or land use/environmental planning programs to monitor compliance with state and local regulations;

Coordinates the development of performance reports and planning studies to further the goals and objectives of the Units within the Department of Planning;

Organizes public education efforts regarding changes in department services and programs;

Participates and supervises in computer-based analyses of transportation, demographic, geographic information system (GIS), land use and other data to monitor and define performance and plan service improvements;

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Participates in the development of plans, programs and projects to help implement the recommendation of the County Comprehensive Plan;

At the direction of the Commissioner coordinates the agendas for the Agricultural & Farmland Protection Board, Orange County Municipal Planning Federation and the Orange County Planning Board;

Oversees all aspects of program management including financial recordkeeping, grants management/reimbursement and reporting requirements;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the general principles and techniques used in County, municipal, regional and local transportation planning; thorough knowledge of the practices and techniques used in the formulation and conduct of planning and research studies; ability to analyze and interpret transportation, land use and/or environmental planning data; to apply technical skill in analyzing and preparing planning/performance data; ability to coordinate and supervise the work of others; ability to communicate effectively, both orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A) Master's Degree in Planning or closely related field and four (4) years of experience where the primary function of the position was Regional, County, Municipal, Land Use, Environmental or Transportation planning activities, two (2) years of which must have been in a supervisory capacity in the field of transportation or land use/environmental planning; OR
- B) Bachelor's Degree in Planning or closely related field and six (6) years of experience as outlined in (A) above, two (2) years of which must have been in a supervisory capacity in the field of transportation or land use/environmental 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 3/25/25