

## Town of Canandaigua Vacancy

Part-Time position

Appointment will be made on a Provisional basis, with permanent appointment following successful qualification in a Civil Service Examination which will be scheduled at a later date.

### PLANNER

#### MINIMUM QUALIFICATIONS: Either:

1. Possession of a Master's degree, or higher, in planning, architecture, landscape architecture, environmental studies, natural resources or closely related field; OR
2. Possession of a Bachelor's degree in planning, architecture, geography, public administration, or a closely related field, AND two (2) years of full-time paid professional experience, or its part-time equivalent, in administering short- and long-range planning of land use, zoning, agricultural land preservation programs, infrastructure, development and subdivision in municipal, regional or urban planning; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

SPECIAL NOTE: EDUCATION: 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.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require access to transportation to meet field work assignments made in the ordinary course of business in a timely and efficient manner.

DISTINGUISHING FEATURES OF THE CLASS: This is entry-level professional planning work involving responsibility for the performance of a variety of municipal, regional or community planning assignments. These assignments may include being the team leader for individual planning projects and programs or for single aspects of larger projects. Planners may also serve as staff for advisory boards as assigned. This class of positions differs from Senior Planner in level and complexity of assignments. The position is under the general supervision of the Department Head, agency Administration or higher-level department personnel as appropriate. Occasional supervision may be exercised over subordinate planning personnel. Does related work as required.

#### TYPICAL WORK ACTIVITIES: (Illustrative only)

Participates in studies involving research, investigation and analysis of physical, economic, and environmental factors related to municipal, regional or community planning;

Prepares materials for meetings, planning and preparation of educational activities, and provides public relations;

May serve as staff for advisory boards, provides administrative support, and performs a variety of research projects;

Leads planning studies, projects and programs as assigned;

Assists in collection, tabulation, and analysis of data, including census statistics, land use, economics, natural resources, etc.;

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PLANNER

TYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

- Obtains and collates statistical data relative to capital improvement programs covering such subjects as tax base, elements of municipal indebtedness and sources of revenue;
- Prepares a variety of maps, charts, advertisements, and other graphics required in support of planning projects being performed;
- Uses contemporary software in various activities;
- Performs miscellaneous office work and maintains records of planning unit activities;
- Assembles and disseminates statistical data regarding current demographic characteristics, population growth, economic trends, business activities, residential development and other development and planning projects;
- Participates in meetings with municipal planning boards, zoning boards, legislative bodies and other public officials providing advice and making recommendations;
- Provides assistance to municipalities in preparing comprehensive plans and land use control regulations;
- Plans and conducts field studies and surveys as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the purpose, principles, practices, methods and terminology used in municipal, community, or regional planning; good knowledge of the sociological, physical, economic, environmental design and research factors included in planning; working knowledge of basic research methods and techniques; working knowledge of the principles and practices of drafting, mapping, and graphic visual methods as applied to planning; working knowledge of zoning and subdivision practices; working knowledge of current problems and issues in the field; ability to read site plans, subdivision plans, grading & drainage plans; ability to create and work with complex spreadsheets; 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; ability to exercise discretion and sound ethical judgment; physical condition commensurate with the demands of the position.

REVISED: 6/6/08, 1/23/19, 3/19/19, 5/24/19; 7/21/22  
CIVIL SERVICE CLASSIFICATION: COMPETITIVE