



CIVIL DIVISION  
CLASS SPECIFICATION

**MUNICIPAL PLANNER**

DATE ADOPTED: 8/27/2024

LAST REVISION:

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**DISTINGUISHING FEATURES OF THE CLASS:**

This is professional planning work involving responsibility for research, preparation of reports and studies, and the recommendation of solutions to planning problems. This position is distinguished from that of Junior Planner in that incumbents are expected to be able to work independently on a wide range of planning problems (e.g. transportation, land use, environmental, regional) without specific instructions. In addition, this position generally works on more complex and politically sensitive planning problems. Work is usually performed under general supervision and may at times involve the direction of lower level planning personnel assisting in the preparation of a particular report.

**TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Conducts studies involving research, investigation and analysis of sociological, economic and environmental factors related to municipal, regional, community and transportation planning;
2. Collects, analyzes, and presents various transportation, land use and socioeconomic data;
3. Conducts studies on actual and potential land use, business development and housing;
4. Conducts studies on transportation, water supply, sewage, public utilities, schools, recreation and other community facilities;
5. Obtains and collates statistical data relative to capital improvement projects covering such subjects as tax base, elements of municipal indebtedness and sources of revenue;
6. Prepares charts, drafts, designs, scaled layouts and other illustrative materials;
7. Meets with municipal planning boards, zoning boards and legislative bodies to advise on planning matters and make recommendations;
8. Participates in meetings with civic and business leaders concerning municipal and/or county planning needs;
9. Prepares or assists in the preparation of applications for state and federal grants-in-aid;
10. Provides information to the public via email, the web, telephone or in person;
11. Maintains public outreach information systems and conducts transportation planning studies when assigned to Metropolitan Planning Organization (MPO)/Transportation Planning program;
12. Assists with implementation and maintenance of geographic information systems (GIS) applications.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Good knowledge of the purposes, principles, and terminology employed in municipal, regional and community planning; good knowledge of zoning and subdivision principles; good knowledge of current problems and literature in the field; good knowledge of research methods and techniques; good



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knowledge of federal and state programs related to the planning process; ability to develop skills and techniques in preparing specialized planning projects such as land development, community development, economic development, transportation, housing, water supplies and others; ability to learn various software packages for transportation data analysis and GIS; ability to understand complex oral and written directions; ability to get along well with others; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- EITHER: (A) Master's degree in Planning or a related field (urban studies, environmental sciences, civil engineering, geography, economics or transportation planning);
- OR: (B) Bachelor's degree in Planning or a related field (urban studies, environmental sciences, civil engineering, geography; economics, or transportation planning) *and* one (1) year of technical work experience in planning;
- OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

**NOTE:** Your degree or college credit 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.

**SPECIAL REQUIREMENTS:**

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

**CIVIL DIVISION USE ONLY:**

**JURISDICTIONAL CLASSIFICATION:** Competitive

**REVISION HISTORY:**