

ASSOCIATE PLANNER

LOCATION:	Tioga County Department of Economic Development & Planning
CLASSIFICATION:	Competitive
SALARY:	Management/Confidential
ADOPTED:	12/98; Revised 4/01, 3/02, 10/06, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is a beginning professional level position responsible for assisting with and coordinating a variety of municipal, regional or community planning projects and activities. Activities include, but are not limited to program planning, reporting and program evaluation, technical writing and office operations management. The incumbent will assist the County Planning Director in completing projects to implement Tioga County's 2010 Strategic Plan, Agriculture and Farmland Protection Plan, Infrastructure Master Plan, Housing Market Assessment and any other applicable plans as well as integrating this work with the goals of Economic Development. The work requires frequent contact with the general public and municipal officials and necessitates accuracy and the utilization of confidential data. Work is performed under the general direction of the Director of Economic Development and Planning and direct supervision by the County Planning Director with wide leeway provided for the use of independent professional judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Assists in the preparation of comprehensive land use and economic development programs;
- Performs research and analysis of data in the implementation of municipal, regional or community planning initiatives;
- Provides technical assistance and advice to local municipalities on master plans, land use, community development and related areas;
- Develops educational programs for local planning board members and workshops;
- Drafts maps, graphics and site plans with the assistance of computer software programs;
- Acts on behalf of the County Planning Director as necessary and relieves the Director of a wide variety of administrative responsibilities;
- Performs GIS and related mapping services for the Department of Economic Development and Planning, including formulation, revision and maintenance of map files;
- Prepares a variety of planning statistics, data, plans, charts, records and reports;
- Prepares and conducts oral and graphic presentations to inform legislative bodies, other governing boards and the general public concerning planning activities and information;
- Reviews incoming correspondence and answers routine inquiries independently or from brief oral or written notes;
- Carries out special projects and research at the request of the County Planning Director;
- Assists in the preparation of applications for grant funding of planning and economic development projects;
- Keeps up-to-date on new developments in planning field and urban/rural community development;
- Uses computer and related equipment in performance of job responsibilities;
- Records and produces minutes for various planning meetings;
- Arranges meetings and creates and mails meeting notices;

2. Associate Planner

- Receives calls and callers, providing information, assistance and referrals.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the purposes, principles, terminology and practices involved in municipal, regional or community planning but specifically in rural areas; good knowledge of current methods for collecting, analyzing and interpreting statistical and environmental data; good knowledge of the principles, practices and techniques of drafting and mapping; working knowledge of ArcMap based GIS program/software; knowledge of zoning and subdivision practices and local codes and regulations; knowledge of legislation, current problems and professional literature in the field; ability to prepare and present moderately complex reports effectively; ability to draft maps and site plans; ability to read and revise computerized land use maps; ability to understand complex oral and written directions; ability to establish and maintain effective professional working relationships with coworkers, municipal and public officials; proficient in the use of personal computer equipment; analytical ability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of GED and **Either:**

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in planning, geography, engineering, economics, architecture, landscape architecture, or similarly related field; **OR**
- (b) Four (4) years of work experience in planning or similarly related field.

Special Requirement: Possession of a valid driver's license will be required at time of appointment.