

PLANNER TRAINEE

Department: Planning and Development

Classification: Competitive

Specification Number: 3235

Approved: 7/29/22

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a New York State or Regionally accredited college or university with a Bachelor's Degree.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs entry level work involving planning, zoning and community development projects. Upon the completion of two (2) years of continuous service as a permanent Planner Trainee, the incumbent in this class achieves permanent competitive status as a Planner without further examination. Work is performed under direct supervision and is reviewed periodically by a technical and/or administrative supervisor through reports, conferences and observations. Does related work as required.

TYPICAL WORK ACTIVITIES

Assists in planning and research studies on community planning and development problems;

Prepares narrative reports, charts and maps;

Assembles under direction statistical data and map information regarding growth, economic trends, business activities, residential developments and recreational projects

Collects data for land use and zoning maps

Aids in the preparation of environmental assessment reviews;

Assists in coordinating the efforts of consultants and town staff;

May perform data entry on a computer.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Some knowledge of principles, practices, methods and techniques of community and regional planning; some knowledge of statistical concepts and methods of research techniques; ability to learn how to conduct field surveys and research projects in the development of community plans; ability to learn how to analyze factual data and prepare graphs, diagrams and reports; physical condition commensurate with the demands of the position.