

DEPARTMENT: ECONOMIC DEVELOPMENT
CLASSIFICATION: COMPETITIVE
APPROVED: JULY 21, 2022

PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This is a professional planning position involving responsibility for exercising independent judgment in the direct undertaking of professional planning and economic development work. Duties include, but are not limited to, planning and land use, economic development, and Geographic Information System (GIS). Work is performed under the general supervision of the Commissioner of the Department of Economic Development. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Acts as a lead on planning projects by coordinating and directing activities such as data collection and analysis, plan preparation, project implementation, and consultant oversight;
2. Performs local land use reviews under General Municipal Law 239 and serves as staff to the Niagara County Planning Board;
3. Maintains the Niagara County Planning Board GIS database;
4. Conducts GIS analyses, creates maps for presentations and reports, and acquires and creates GIS data;
5. Prepares planning reports including preparation of a variety of planning statistics, graphs, designs, and charts;
6. Assists with planning and economic development programs and plans;
7. Provides technical and planning assistance to local municipalities on projects and coordinates with departments and agencies at the local, county, regional, state, and federal level on project implementation, funding matters, and environmental review;
8. Confers with local officials to obtain and provide information on planning, land use and economic development matters;
9. Manages a repository of locals plans, studies, and ordinances;
10. Coordinates planning training opportunities for local planning and zoning board members;
11. Assists with the Census Bureau's Local Affiliate Data Center Program and provides census and related economic and demographic data to interested parties;
12. Tracks development in Niagara County by collecting data and mapping local building permits, large development projects, and alternative energy projects;
13. Participates in regional planning initiatives, and airport and airbase planning and development programs;
14. Prepares grant applications and assists with the administration and implementation of grants;
15. Compiles work plans, quarterly reports and annual reports for state and federal programs;
16. Attends meetings to present specific aspects of the department's program or project results; represents the department at meetings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices used in urban and regional planning, land use planning, and economic and community development; working knowledge of federal, state and local laws, policies, programs, and regulations related to planning and economic development; strong presentation skills; skills in and ability to operate a personal computer and related peripherals and modern office and GIS software at an acceptable rate of speed and accuracy; ability to prepare GIS maps, plans, charts, and technical reports; ability to work independently as well as part of a team; ability to communicate effectively both orally and in writing; ability to understand complex oral and written directions; ability to work on several projects or issues simultaneously and manage time properly to complete work assignments on schedule; initiative and resourcefulness; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: One of the following:

1. Graduation with a Master's degree in planning, geography, GIS, architecture, or a related planning field; **OR**
2. Graduation with a Bachelor's degree in planning, geography, GIS, architecture, or a related planning field and two (2) years of experience in municipal, community or regional planning; **OR**
3. An equivalent combination of training and experience as defined above.

NOTE: Degrees 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.