

**PLEASE POST**

#2022-12

JOB OPENING

TITLE: **PLANNER** (Provisional/Permanent)  
DEPARTMENT: Building and Plumbing  
SALARY: Pursuant to the TCEA Bargaining Agreement  
SHIFT: Monday through Friday, 9:00 am through 4:30 pm  
DATE: June 23, 2022

DISTINGUISHING FEATURES OF THE CLASS

The work involves assisting in the performance of planning and research activities related to county, urban, or regional planning. This class differs from that of Assistant Planner by virtue of its expanded scope and increased level of responsibility. Work is performed under the direct supervision of higher-ranking planning personnel. Supervision may be exercised over subordinate staff assigned to specific projects. Does related work as required.

TYPICAL WORK ACTIVITIES

Reviews planning, and environmental aspects of private sector development projects of federal and state assisted projects;  
Prepares planning reports, including appropriate graphics;  
Conducts research investigations, including statistical analysis, and personal contact with other agencies;  
Attends meetings to present specific aspects of agency's program or project results;  
Represents agency at meetings;  
Carries out data collection programs, maintaining data inventories and analyses (i.e. land use, construction permits, subdivision activity, zoning changes, utility changes, recreation and transportation);  
Prepares elements or positions of the agency's overall plans, relating these to other elements or portions;  
Prepares staff recommendations for action on development projects;  
Assists localities or other agencies in the planning aspects of pertinent projects from a technical point of view;  
Carries out fieldwork in connection with specific zoning and planning projects.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the principles, objectives, and techniques in the field of city, county, and regional planning; thorough knowledge of planning implementation systems; good knowledge of graphic principles, map reading, and techniques involved in chart preparation; good knowledge of and ability to effectively use general planning analyses techniques; working knowledge of geographic information systems; ability to analyze and present planning ideas and projects, both orally and in writing; ability to follow detailed oral and written instructions; ability to collect and display pertinent data required in planning projects; sound professional judgement; accuracy, initiative, and resourcefulness, tact, and dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

- a. Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree majoring in urban or regional planning, public administration, environmental studies, political science, sociology, municipal government, economic, geography, architecture, or landscape architecture or a Bachelor's degree including a minimum of thirty-two (32) semester hours of courses directly related to the above fields; supplemented by two (2) years of experience in city, county, or regional planning; OR
- b. Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's Degree in architectural drawing, landscape, architectural planning, or closely related field, supplemented by four (4) years of experience in city, county, or regional planning; OR
- c. An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE:

- a. Graduation from a regionally accredited or New York State registered four (4) year college or university with a Master's degree in urban or regional planning may be substituted for one (1) year of the required generalized experience.
- b. Human services, social services, health services, or engineering is not considered as qualifying experience in city, county, or regional planning.
- c. Public Administration pertains to the management of public affairs, particularly executive functions involving the management of governmental or institutional affairs. Such functions include financial, personnel, purchasing, and operations management.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

**THIS NOTICE IS POSTED IN COMPLIANCE WITH THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE TOWN OF CHEEKTOWAGA AND THE TOWN OF CHEEKTOWAGA EMPLOYEES ASSOCIATION AND SHALL REMAIN POSTED FOR A PERIOD OF EIGHT (8) WORKING DAYS. PLEASE SUBMIT AN ORIGINAL BID APPLICATION ADDRESSED TO THE PERSONNEL DEPARTMENT, A COPY OF SAME TO THE PRESIDENT OF THE TOWN OF CHEEKTOWAGA EMPLOYEES ASSOCIATION (Greg Magnuszewski) AND TO THE SUPERVISING CODE ENFORCEMENT OFFICER (Richard Coburn).**