

PLANNER (ENVIRONMENTAL PLANNING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class performs, studies and assists in analyzing the potential and/or probable environmental impact of proposed policies, plans and projects related to the physical development and management of land and the protection of natural resources. Incumbents prepare recommendations and reports, and prepare maps, data, analyses and studies that detail the means and methods to protect and enhance specific natural resources and the environment. This is the journey level in the Planning Series and is distinguished from Associate Planner by complexity and scope of work. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in the formulation, preparation and conduct of complex technical and non-technical environmental planning studies by utilizing natural resources and environmental data and reports relating to environmental and land use factors;

Prepares sketches, maps, charts, memoranda, reports and environmental review documents from reference materials, environmental studies and reports;

Performs environmental reviews pursuant to state and federal laws and regulations, such as the New York State Environmental Quality Review Act and various federal agency regulations under the National Environmental Policy Act;

Incorporates Geographic Information Systems technology and uses computer applications or other automated systems such as needed;

Reviews proposals for both physical and programmatic projects, including site plans, detailed project information, demographic and social data, and environmental data to determine potential environmental impacts and makes recommendations thereon through written comments and reports as well as presentations for State, County and municipal review and action;

Receives and responds to requests for data, reports and technical advice in the development and review of environmental analyses, impact statement drafts and environmentally sound project designs;

Participates in the analysis, development, revision and updating of natural resources and wetland inventories, state-of-environment reports, model environmental ordinances, and recommendations for environmental policies and plans;

Keeps abreast of relevant literature, studies, regulatory changes, documents and basic texts for acquisition and bibliographic reference;

Maintains contact with those engaged in physical and environmental planning projects and programs to maintain a high level of advisory and consultative assistance;

Participates in office operations to ensure timely and orderly flow of functions and actions required under state and county laws;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles, practices and techniques involved in environmental planning; good knowledge of the procedures involved in conducting and preparing environmental assessments and environmental impact statements; good knowledge of environmental laws and regulations, particularly SEQRA and NEPA; good knowledge of the techniques used in county, municipal and regional physical planning; good knowledge of Geographic Information Systems uses and technical applications relating to the conduct of environmental planning studies; ability to organize and conduct field investigations of land use and natural resources; ability to formulate and prepare detailed reports and documentation from reference materials, studies and reports; ability to interpret visual data from maps, project plans and charts; ability to reason logically, both inductively and deductively; ability to prepare sketches, maps and charts from field studies, laboratory data and technical reports of others; ability to work with others and communicate technical concepts and ideas to non-technical personnel and the public; ability to communicate effectively, both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; resourcefulness; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* and three years of experience where the primary function of the position was Environmental Science or Environmental Planning; or (b) a Bachelor's Degree* in Environmental Science, Biology, Botany, Ecology, Chemistry, Geology, Plant and Soil Science or a related area of Planning and two years of experience as defined in (a).

SUBSTITUTIONS: A Master's Degree* in Environmental Science, Biology, Botany, Chemistry, Geology, Soil Science or a closely related field in planning may be substituted at the rate of 30 credits* per year of experience for up to two years of experience.

NOTE: Teaching Environmental Science or Environmental Planning may not count towards the required experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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1

Job Class Code: C1458
Job Group: X