

CITY PLANNER

GENERAL STATEMENT OF DUTIES: Directs the City Planning activities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of City Manager, and with the advice of the Planning Board, this position is responsible for the direction and administration of all planning programs and policies for a City and for consulting with other city, town and village officials on pertinent matters. Supervision is exercised over technical planning and clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

Formulates and recommends the various elements of major development policies for the city through field examinations, map studies, evaluation of economic, population, and other social and environmental trends and conditions;

Advises the city officials and other departments, officials, and agencies of the city with respect to any matter relating to the physical development of the city;

Holds conferences with, and provides technical services to local officials concerned with either general or specific planning problems;

Participates in inter-county and regional planning activities through meetings, consultations, and preparation of planning materials;

Prepares for and participates in meetings of the city Planning Board and advises the Board in the exercise of its functions;

Supports other Boards, Committees and Task Force as directed by the City Manager;

Assigns research and physical planning studies to the staff;

Holds staff conference to give general direction to the work, give general orientation, discuss specific projects and problems, and assign priorities;

Makes presentations to and participates with public and private groups interested in planning;

Works with the Rye Merchants Association on matters involving downtown redevelopment;

Writes informational and instructional materials on various planning subjects;

EXAMPLES OF WORK: (Illustrative Only) (continued)

Conducts informational and public relations activities;

Prepares departmental budget and performs other duties relative to the administration of the department.

Represents City Manager when appropriate as member of City Management Team;

Works closely with City Engineer and Building Commissioner on matters of mutual concern.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, purposes, and techniques used in the field of city, municipal, and regional planning, thorough knowledge of zoning and subdivision practices, principles, and regulations; ability to program effectively the development of a comprehensive and a master plan and to coordinate the work of a technical staff in the accomplishment of such work; ability to meet, speak, and deal effectively with public officials and citizen groups; ability to prepare effective written materials; initiative, imagination; good judgment; reliability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a recognized college or university with a Bachelor's Degree and four years of experience in the field of state, county, municipal, or other governmental planning activities in either a governmental or non-governmental agency; or (b) graduation from a two year graduate program in governmental planning and two years of experience as listed in (a) above; or (c) or satisfactory equivalent combination of the foregoing training and experience.