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**PERSONNEL \* EQUAL OPPORTUNITY EMPLOYMENT \* FAIR HOUSING \* PURCHASING**

**PLEASE POST CONSPICUOUSLY**

THIS IS A RE-POSTING

January 24, 2012

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

**Planner**  
**Development & Planning**

The **Department of Development & Planning** has one (1) vacancy for the position of **Planner** at a rate of **\$40,560/year @ 37.5 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should forward a resume AND application to the Department of Administrative Services, City Hall, Room 301, Albany, NY 12207 no later than **Wednesday, February 29, 2012.**

**PLEASE POST FOR 25 (TWENTY-FIVE) BUSINESS DAYS UNTIL**  
**WEDNESDAY, FEBRUARY 29, 2012**

**An Equal Opportunity /Affirmative Action Employer**

## **PLANNER**

**DISTINGUISHING FEATURES OF THIS CLASS:** This is an entry level position for college graduates who have specialized in planning, landscape architecture, urban geography, urban studies, environmental science or public administration. In addition, appointments to this title may be made of trainees who have completed a one-year training period. The work consists of basic professional assignments in keeping with the job level as well as the limited experience required of incumbents. Within the job concept, however, assignments may increase in complexity and responsibility as employees increase in professional competence. Occasional supervision may be exercised over nonprofessional help or other planning personnel.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Participates in the administration of zoning and other local land use controls;
- Participates in the staff review of physical development proposals, adequacy of their design, potential neighborhood and environmental impacts, and consistency with local land use controls;
- Assists in preparing reports and memoranda on particular planning studies using Geographical Information Systems (GIS) including statistical analyses, maps, graphs, tables, etc.;
- Updates and maintains GIS maps;
- Assists in the collection, tabulation and analysis of data regarding development activity, land use and other urban issues;
- Assists in studies relating to parking, traffic, housing, land use control and other urban issues;
- Acts as staff to the Board of Zoning Appeals, Planning Board and Common Council by reviewing development proposals to insure their consistency with local land use controls, other relevant ordinances and the State Environmental Quality Review Act;
- Prepares line drawings, site plans, designs and layouts to scale;
- Meets with community and neighborhood groups to discuss development and land use issues and to inform citizens of pending development proposals;
- Meets with county, regional and state officials to coordinate development activity, planning issues and public improvements;
- Performs miscellaneous office work and maintains records of planning department activities;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of personal computers and office equipment;
- Working knowledge of the purposes, principles, terminology and practices employed in municipal and community planning;
- Working knowledge of local land use controls and zoning administration;
- Working knowledge of the principles and practices of drafting, mapping and graphic visual methods as applied to community planning and development review;
- Ability to understand complex oral and written directions;
- Ability to get along well with others;
- Ability to communicate and deal effectively with others;
- Initiative
- Resourcefulness;
- Tact;
- Good judgment;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

**PROMOTION:**

One (1) year as a Planner Trainee.

**OPEN-COMPETITIVE:**

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in planning, landscape architecture, urban geography, urban studies, environmental science or public administration; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree and one (1) year paid fulltime experience in municipal, community or regional planning or related work.

Revised: 2/19/86  
9/16/87  
2/20/02  
8/29/01