



Title: Planner

Salary: Commensurate with experience.

This is a provisional position pending a future civil service examination. This is a professional planning position in the Town of Poughkeepsie. This position is responsible for research, preparation of reports and studies, and the recommendation of solutions to planning problems. This position is distinguished from that of Junior Planner in that incumbents are expected to be able to work independently on a wide range of planning problems (e.g. transportation, land use, environmental, regional) without specific instructions. In addition, this position generally works on more complex and politically sensitive planning problems.

**Typical Work Activities:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title. Conducts studies involving research, investigation and analysis of sociological, economic and environmental factors related to municipal, regional, community and transportation planning; Collects, analyzes, and presents various transportation, land use and socioeconomic data; Conducts studies on actual and potential land use, business development and housing; Conducts studies on transportation, water supply, sewage, public utilities, schools, recreation and other community facilities; Obtains and collates statistical data relative to capital improvement projects covering such subjects as tax base, elements of municipal indebtedness and sources of revenue; Prepares charts, drafts, designs, scaled layouts and other illustrative materials; Meets with municipal planning boards, zoning boards and legislative bodies to advise on planning matters and make recommendations; Participates in meetings with civic and business leaders concerning municipal and/or county planning needs; Prepares or assists in the preparation of applications for state and federal grants-in-aid; Provides information to the public via telephone or in person; Maintains the transportation model when assigned to MPO/Transportation Planning program; Assists with program administration when assigned to MPO/Transportation Planning program; Assists with implementation and maintenance of GIS applications; Does related work as required.

**Minimum Qualifications:**

Thorough knowledge of the purposes, principles, and terminology employed in municipal, regional and community planning.

**Special Requirements:**

1. EITHER: (A) Graduation from a regionally accredited or New York State recognized college or university with a Master's degree in Planning or a related field ( i.e. urban studies, environmental sciences, civil engineering, geography, economics or transportation planning );

OR: (B) Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's degree in Planning or a related field ( urban studies, environmental sciences, civil engineering, geography; economics, or transportation planning) and one (1) year of technical work experience in planning;

OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

2. Valid NYS Driver's License.

FINGERPRINTING: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

**For consideration, application must be received in the Town of Poughkeepsie Department of Human Resources on or before 7/15/2017 attention:**

Town of Poughkeepsie Department of Human Resources  
1 Overocker Road, Poughkeepsie, NY 12601  
Phone: 845-485-3609  
Fax: 845-485-1130

You may apply obtain a printable application for employment on the Town of Poughkeepsie website at

[http://www.townofpoughkeepsie.com/human\\_resources/index.html](http://www.townofpoughkeepsie.com/human_resources/index.html)

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