

Planner

Under general supervision, the Planner performs a variety of planning functions related to environmental concerns of the Upper Susquehanna Watershed through advocacy and municipal partnerships. The Planner is expected to exercise considerable judgment and initiative when independent action is required, but also must function effectively as a member of a team. This position is temporary, with the potential to become permanent, funded through December 2012. Salary range: \$29,500- \$34,500.

Functions

- Develops planning studies and reports in support of new and updated plans, programs and regulations
- Reviews or assists in the review of development proposals and site plans for conformance with codes, plans, and regulations
- Prepares and presents detailed reports on development proposals to government bodies
- Collects a variety of statistical data and prepares reports on topics such as census information, land use, environmental concerns
- Evaluates or assists in the evaluation of: re-zonings, ordinance amendments, site plans, special use permits, variances and other proposals as they relate to local watersheds
- Acts as liaison between community groups, government agencies, developers and elected officials in developing plans
- Coordinates community review of public and private development projects
- Provides information to the public regarding development regulations
- Assists in resolving citizen environmental issues
- Oversees the work of consultants and interns
- Conducts field evaluations and assessments
- Attends substantial number of evening and weekend meetings

Typical Knowledge

- Knowledge of the principles and practices of planning
- Knowledge of a relevant specialization such as environment, land use, or transportation is desired
- Knowledge of principles and practices of research and data collection
- Knowledge of effective writing techniques
- Knowledge of computer hardware and software programs, which include Microsoft Office, Internet applications, and GIS (preferred)

Typical Skills

- Oral communication and interpersonal skills to explain rules and procedures clearly to the public
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions
- Ability to create graphic designs, development strategies, and render site plans via sketches and/or computer graphics highly desirable
- Ability to work on several projects or issues simultaneously
- Ability to work independently or in a team environment as needed
- Ability to attend to details while keeping big-picture goals in mind

Minimum Qualifications

A bachelor's degree in urban and/or regional planning, environmental science, public policy, or related area of study from an accredited college or university. At least one year of professional planning experience is preferred but not required.

Application Process

Application deadline: September 14, 2011, at 4:00 pm. Candidates should send a cover letter and current resume to Darla M. Youngs, Acting Executive Director, PO Box 931, Cooperstown, NY 13326. Applications can also be e-mailed to admin@occainfo.org with "Planner Application" in the subject line.