

## ENVIRONMENTAL PLANNER

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing analysis of environmental resources and participates in the development of planning policies to minimize adverse environmental impact. Duties are performed under general direction. An Environmental Planner does related work as required.

### TYPICAL WORK ACTIVITIES:

- Reviews development proposals to ensure environmental safety;
- Reviews and evaluates subdivision plans, plot maps, sketch plans, and zoning petitions;
- Review maps, aerial photos, data, and field investigation reports and interpret data for planning usage;
- Ensure compliance with the National Environmental Policy Act (NEPA) and all federal, state, and local environmental regulations;
- Prepare reports regarding land usage, environmental impact and human impact;
- Participate in committee work for land and resource development, management, and stewardship;
- Manage environmental remediation projects and tasks;
- Prepares written reports and makes oral presentation to various boards and the general public;
- Reviews and prepares environmental assessment forms, impact statements, and other materials related to the environment;
- Meets with developers, engineers, applicants, and board members to discuss environmental issues;
- Advises board members and the general public of how procedures and regulations relating to the environment must be adhered to;
- Keeps abreast of state and local laws and to zoning, planning, and the environment;
- May supervise the work of clerical assistants.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of rural land use planning and development issues; good knowledge of New York State environmental review procedures; good knowledge of the NYS SEQRA Process; ability to interpret and use maps including topographical, soils, and use and aerial photos; ability to communicate effectively both orally and in writing; ability to assemble statistical and demographic data from a variety of sources; ability to understand and carry out oral and written instructions; ability to prepare written reports; skill in the use of drafting instruments; public speaking aptitude; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

Possession of a bachelor's degree in environmental studies, biology, geology, environmental planning, civil engineering or a closely related field.

OR

Possession of an associate degree in environmental studies, biology, geology, environmental planning, civil engineering or a closely related field AND two (2) years of experience in environmental planning.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE

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