

PLANNER

DISTINGUISHING FEATURES OF THIS CLASS: This is an entry level position for college graduates who have specialized in historic preservation, planning, architecture, architectural history, 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. In addition, the incumbent performs general professional preservation planning duties in the office and in the field. Within the job concept, however, assignments may increase in complexity and responsibility as employees increase in professional competence. Work is performed independently with other planners both as support and lead staff. Occasional supervision may be exercised over consultants, interns and student assistants.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Participates in the administration of zoning and other local land use controls;
- Assist in the administration of the work plan for the city's historic preservation program, including regulatory, planning, educational and training functions;
- Provides technical assistance and administrative support to the Historic Resource Commission (HRC) including designation and staff review as set forth in Section 375-206(1): Historic Resources-Overlay of the City of Albany's Unified Sustainable Development Ordinance as well as other applicable sections of local, state and federal standards;
- Prepares written opinions and decisions;
- Reviews and evaluates plans, projects and building permits requiring a Certificate of Appropriateness for compliance using the local historic preservation review standards;
- Provides advice and technical assistance to owners of historic and architecturally significant properties and their representatives including architects, engineers, contractors, and attorneys about appropriate historic restoration and renovation techniques and methods;
- Provides technical assistance to the Department of Planning and Development, Albany Community Development Agency, Capitalize Albany and other City departments with required state and federal project reviews, state and local environmental reviews and the treatment of historic and architecturally significant City facilities;
- Reviews architectural project drawings and building permits and recommends improvements that align with section 375-206(1): Historic Resources-Overlay of the Unified Sustainable Development Ordinance;
- 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;

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- 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;
- Meets with community and neighborhood groups to discuss development and land use issues and to inform citizens of pending development and historic preservation 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:

- Ability to read and understand architectural plans, perspective renderings, elevations, building sections, site plans, Sanborn Fire Insurance Maps, surveys, and construction plans;
- Working knowledge of the purposes, principles, terminology and practices employed in historic preservation, municipal and community planning, and practices of architectural design, including the ability to differentiate architectural styles;
- Ability to research and analyze laws, regulations, policies, and precedent decisions to prepare for hearings and to determine conclusions;
- 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;
- Good knowledge of research methods and techniques;
- Ability to understand complex oral and written directions;
- Ability to get along well with others;
- Ability to communicate and deal effectively with others;
- Initiative and resourcefulness;
- Good judgment;
- Good knowledge of personal computers and office equipment;
- 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 historic preservation, planning, architecture, architectural history, 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 historic preservation, municipal, community or regional planning, or related work.

Revised: 2/19/86
9/16/87
8/29/01
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9/27/23