



**JUNIOR PLANNER**  
Dutchess County Department of Planning and Development  
Salary: \$52,465

This is a provisional position in the Dutchess County Department of Planning and Development pending a future Civil Service Exam. This is an entry level position which involves work related to community, county, and regional planning. Incumbents gain experience in the performance of research, preparing reports and studies, and recommending solutions to planning problems. The class differs from that of Planner in that this is an entry level position in which incumbents gain planning work experience, whereas Planner is a full performance position in which incumbents perform work of greater complexity with more independence. Work is performed under direct supervision. Supervision of others is not normally a function of this position.

**TYPICAL WORK ACTIVITIES:**

Assists in and conducts studies involving research investigation and analysis of sociological, economic and environmental factors related to municipal, regional or community planning; develops skills and techniques in preparing specialized planning projects such as land development, community development economic development, transportation, housing, water supplies, agriculture, sustainability, environment, energy planning, and others; receives training and functions with increasing independence in a variety of areas; collects and analyzes data (including census data) in connection with work assignments; gains skill and techniques in the planning and conducting of field studies and surveys; reviews and makes recommendations on the more routine local zoning ordinances in compliance with statutory requirements; may meet with municipal planning boards, zoning boards, legislative bodies, and other public officials to advise on planning matters and make recommendations; may assist in the preparation of grant applications; may assist with the preparation of written material, data, and graphics; provides information to the public by telephone, email, or in person and other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

- EITHER: (A) Bachelor's degree in Planning or a related field (e.g. urban studies, environmental sciences, civil engineering, geography, economics or transportation planning);
- OR: (B) Bachelor's degree and one (1) year of technical work experience in Planning.
- OR: (C) Associate's degree and three (3) years of technical work experience in Planning;
- OR: (D) An equivalent combination of education, training, and experience between the limits of (A) and (C) above.

**NOTE:** Your degree or college credit 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.

**NOTE:** You must provide a legible copy of your college transcript(s) for each college attended. Transcript(s) must show your name; your student identification number; the name of the issuing school; the type of degree received, if any; the date the degree, if any, was conferred; full course names; credit hours; grade earned for each course; and a cumulative Grade Point Average (G.P.A.). Transcripts can be submitted in person, by email to [HRExams@DutchessNY.gov](mailto:HRExams@DutchessNY.gov) or by postal mail to Dutchess County Human Resources, Exams Unit, 22 Market Street, 5<sup>th</sup> Floor, Poughkeepsie, NY 12601.

**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 immediate consideration, submit an application on or before 4/4/2022**

Apply online at [www.dutchessny.gov/jobs](http://www.dutchessny.gov/jobs),

OR

Download an application from [www.dutchessny.gov/jobs](http://www.dutchessny.gov/jobs),

and mail it to the Dutchess County Department of Human Resources, 22 Market Street, Poughkeepsie,  
NY 12601

An EEO/AA Employer

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