

Jurisdictional Class: Competitive
Adopted: February 15, 1984
Revised: November 27, 2017

SENIOR PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility to perform moderately difficult and complex duties in the field of municipal, regional, or community planning. The incumbent is either responsible for specific phases of advanced and difficult planning projects or may be in charge of a major phase of a more complex study. In a smaller planning unit, the Senior Planner would be assigned projects calling for individual leadership to a greater extent than would be the case in larger planning units. The class of Senior Planner differs from that of Planner by the increased responsibility for specific elements of major studies or individual responsibility for projects of a lesser nature. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Prepares and supervises the preparation of a variety of municipal planning and infrastructure, statistics, data, plans, designs, charts, maps, records, and reports;
- Prepares and supervises the preparation of specialized planning projects such as infrastructure improvements, land development, zoning and economic development, transportation systems, community facilities, capital improvement plans and others;
- Directs the collection, tabulation, and analysis of data for use in connection with census statistics and population reports;
- Plans and conducts field studies and surveys to collect demographic and other related planning data;
- Represents the assigned agency at conferences of local government officials;
- Participates in meetings with civil and business leaders to determine regional, community planning and infrastructure needs;
- Meets with Federal and State officials relative to planning and infrastructure programs or portions of other programs dealing with community development, housing rehabilitation, municipal infrastructure, etc;
- Renders technical assistance to zoning boards, zoning board of appeals, planning boards, and those concerned with code enforcement;
- Assists other municipal departments with planning, developing, and implementing infrastructure improvement projects.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

- Good knowledge of the purposes, principles, terminology, and practices employed in municipal planning;
- Good knowledge of the sociological, economic, environmental, engineering, design, and research factors in problems involved in community planning;
- Good knowledge of the principles and practices of drafting, mapping, and graphic visual methods as applied to community planning;
- Good knowledge of current accepted methods for collection, analysis, and interpretation of statistical data for planning purposes;
- Good knowledge of basic research methods and techniques used in municipal planning;
- Ability to plan and supervise the work of others;
- Ability to understand complex oral and written directions;
- Ability to conduct field studies and research projects in development of community planning projects;
- Ability to get along well with others.

Senior Planner

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Planning; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Sociology, Economics, Geography, Government, Public Administration, or related field and one (1) year of experience in municipal, community, or regional planning; or
- (c) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Planning, Architecture, Landscape Architecture, Engineering, or a closely related field and one (1) year experience in municipal, community or regional planning; or
- (d) An equivalent combination of experience and training as outlined by the limits of (a), (b), and (c) above.

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 Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.