

PRINCIPAL PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This is high level technical-professional planning work of a complex nature requiring responsibility for the development and implementation of planning programs. It also entails some administrative responsibilities in the absence of the Commissioner of Planning or the Planning Board Chairperson. General supervision is received from the Commissioner of Planning or an administrative official. Supervision may be exercised over a number of employees. Evening work is frequently required of employees in this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

Establishes priorities and procedures for specific staff planning programs;
Participates in organizing and administering the staff planning activities such as Local or County Comprehensive Planning (depending on location, e.g., County or local municipalities) and the collection of informational data in such areas as population, economic and land use for the purpose of analysis, dissemination and publication;
Prepares reports and reviews the preparation of staff reports on all planning activities including studies of public and private land use, population growth, economic development, transportation and vehicular circulation systems, zoning and sub-division controls, comprehensive plans, environment, etc.;
Confers with public officials, members of planning boards and the public on planning activities, problems, etc.;
Addresses community groups on planning problems and programs;
Attends and participates in conferences;
May administer various office activities.

When employed by a local municipality:

Chairs the Technical Advisory Committee and attends and participates in Planning Board meetings, Town Board meetings and Town Board workshops as required;
Prepares or assigns and reviews the preparation of reports and research involving spatial analysis.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles, practices and techniques of municipal and county planning, including economic, environmental analysis and capital programming; good knowledge of the organization and operation of municipal government in New York State; good knowledge of the fundamentals of supervision; familiarity with administrative practices and techniques; skill in the design and administration of research studies; ability to use computer software appropriate to various planning activities*; ability to present ideas clearly and concisely both orally and in writing.

MINIMUM QUALIFICATIONS: A Master's degree in Planning, Community Planning, Regional Planning, Urban Planning or related and four (4) years of experience in municipal planning or related field, such as transportation or Geographic Information Systems, one (1) year of which must have included supervision of other professionals on a regular basis.

PROMOTION: Two (2) years of permanent status as an Associate Planner, or equivalent parenthetical designation (e.g. Transportation, GIS, etc.), (in County only), or two (2) years of permanent status as a Senior Planner (in local municipalities only).

*To be demonstrated during the probationary period.