

SENIOR PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This is professional and technical work of a complex nature, which involves responsibility for preparing, compiling and analyzing data used for a variety of municipal and/or County planning projects and studies. The work is distinguished from that of Planner in the difficulty of projects generally assigned and the independence involved in carrying out assignments. Evening work is occasionally required of employees in this class. The work is performed under the supervision of a higher-level Planner and work guidance (e.g. lead work) is provided to a small number of Planners. Does related work as required.

TYPICAL WORK ACTIVITIES:

Participates in various areas of planning and analysis (e.g. economic, transportation, land-use) by inventorying facilities or systems (e.g. road systems), identifying deficiencies and existing and future needs, recommending the development of plans, etc.;

Reviews proposed changes in zoning, land sub-division, site plans, etc., and assesses required factors and standards in order to make recommendations regarding such proposed changes;

Analyzes raw census data and updates local census reports;

Conducts surveys and reviews tax assessment information in order to update land-use data base system and to produce related reports;

Meets with local planning agencies, officials, professionals and the public;

Performs special projects, as assigned (e.g. site selection for municipal and/or County facilities);

May operate a personal computer, using software appropriate to various planning activities;

May supervise projects (e.g., assigning and monitoring work activities), depending on location (e.g., County or local municipalities).

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, practices and techniques of municipal and/or County planning; good knowledge of the organization and operation of municipal government in New York State; working knowledge of subdivision design and site planning; ability to establish and maintain cooperative working relationships with others; ability to communicate effectively both orally and in writing; ability to use a personal computer and software appropriate to various planning activities*; ability to supervise projects*.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree in Planning, Physical Planning, Community Planning, Urban Planning, Landscape Architecture, Building or Civil Engineering, Geography, Social Science or comparable curriculum and three (3) years of professional experience in municipal, economic or social planning, two (2) years of which must have been in municipal planning; or
2. A Bachelor's degree in Community Planning, or comparable curriculum, and two (2) year of professional experience in municipal planning; or
3. A Master's degree in one of the courses of study in (1) above and one (1) year of professional experience in municipal planning; or
4. Any equivalent combination of the above.

PROMOTION: One (1) year of permanent status as a Planner.

*To be demonstrated during the probationary period.