

## SENIOR PLANNER

Code No.: 3-13-008

COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional senior-level supervisory position involving responsibility for program development and planning, assigning, supervising, reviewing, coordinating and undertaking a variety of complex assignments. Work is performed under general supervision of a higher-level employee with wide latitude allowed to exercise independence in performing the work. Supervision is exercised over Planners, Planning Technicians, and/or clerical employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Compiles and analyzes data and undertakes research on physical, social and economic problems related to community planning;

Develops and administers special county planning programs;

Reviews zoning, subdivision and other development proposals;

Prepares local master plans, zoning ordinances and subdivision regulations;

Prepares elements of the county comprehensive development plan;

Reviews plans, programs and capital improvement project proposals by public agencies which effect the development of the county or town;

Provides staff support for public participation activities;

Prepares components of the county or town capital improvement program;

Prepares proposed legislation related to plan implementation and other related written communication;

Assigns and supervises related planning tasks and research;

Prepares and administers consultant contracts;

Prepares tentative budget estimates and assists in maintaining budgetary control;

Coordinates departmental activities with other public agencies;

Assists in the training of professional and technical personnel;

Represents the department before legislative committees, town boards, other governmental groups and the general public.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of principles and procedures of planning, zoning laws, subdivision regulations and other land use controls; good knowledge of the physical, social, environmental and economic factors involved in community planning; ability to work independently and meet established deadlines; ability to exercise sound professional judgment in analyzing complex planning problems and to reach sound solutions; ability to plan, review and coordinate the work of a professional and technical planning staff; ability to undertake and coordinate a variety of specific planning activities and special projects; ability to organize material and prepare comprehensive narrative and descriptive statistical reports and business correspondence; ability to write effectively and deliver effective oral presentations; ability to communicate effectively with others; ability to effectively supervise others in their work; ability to establish and maintain effective professional relationships with others; initiative; resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in urban planning, economics, geography, environmental planning, environmental science, geology, sociology, political science, public administration, landscape architecture, or civil engineering, plus four (4) years paid full time or its part time equivalent experience in various aspects of the planning field including housing, transportation, land use or environmental planning, comprehensive planning, human resource planning, economic planning, planning policy analysis, preparing land use regulations, zoning administration, or site design; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in urban planning, economics, geography, environmental planning, environmental sciences, geology, sociology, political science, public administration, landscape architecture, civil engineering, or a closely related field, plus three (3) years of professional planning experience as defined in (A).

**NOTE:** Applicants possessing a Master's degree which required two (2) years of graduate level study, including a professional internship, will be credited one (1) year towards the fulfillment of the three (3) years professional experience requirement in (B).

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**REVISED:** January 8, 1987  
**Reviewed:** November 6, 1986  
**REVISED:** November 9, 2006