

SENIOR PLANNER

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible under general direction for specific phases of moderately difficult planning projects or may be in charge of a major phase of a more complex study. Projects involve community planning on a municipal, county, metropolitan or regional basis. 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 Planner by the increased responsibility for specific elements of major studies or individual responsibility for projects of a lesser nature. Supervision may be exercised over subordinate planning and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Prepares and supervises the preparation of a variety of planning statistics, data, plans, designs, charts, records and reports; Prepares and supervises the preparation of specialized planning projects such as land development, transportation systems, community facilities, 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; Provides technical assistance to local community boards and attends town planning board meetings; Prepares and reviews SEQRA and NEPA documentation in relation to local and regional projects; On occasion, represents the planning agency at conferences of local government officials; Participates in meeting with civic and business leaders to determine regional and community planning needs.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the purposes, principles, terminology, and practices employed in municipal, regional or community planning; Good knowledge of zoning and subdivision practices; Good knowledge of current methods for collecting, analyzing and interpreting statistical data; Good knowledge of current problems and literature in the field; Good knowledge of research methods and techniques; Ability to plan and supervise the work of others; Ability to understand complex oral and written directions; Ability to get along well with others; Initiative and resourcefulness; Good judgment; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- 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 public administration, environmental studies, political science, sociology, municipal government, economics, geography, architecture or landscape architecture, civil engineering, environmental law or a related planning degree and one year of full-time paid or part-time paid equivalent experience in municipal, community or regional planning or related work; OR
- C. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in planning and one year of full-time paid or part-time paid equivalent experience in municipal, community or regional planning or related work; OR
- D. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in public administration, environmental studies, political science, sociology, municipal government, economics, geography, architecture or landscape architecture, civil engineering, environmental law or related planning degree and two years of full-time paid or part-time paid equivalent experience in municipal, community or regional planning or related work; OR
- E. Graduation from a regionally accredited or New York State registered college or university with an associate's degree in public administration, environmental studies, political science, sociology, municipal government, economics, geography, architecture or landscape architecture, civil engineering, environmental law or a related planning degree and four years of full-time paid or part-time paid equivalent experience in municipal, community or regional planning or related work; OR
- F. An equivalent combination of training and experience as indicated in A, B, C, D, or E above.

NOTE: A valid New York State driver's license may be required at time of appointment and maintained during employment.

Revised 12/21/89; 8/18/99; 9/20/02; 8/2/2022

Reviewed 8/10/99; 8/9/02; 10/21/10; 6/12/12; 12/20/18