

## **SENIOR PLANNER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for performing moderately difficult and complex duties in the field of municipal, regional and 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 of larger planning units. This position 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 work is performed under the general supervision of the Commissioner of Planning and Economic Development with leeway allowed for the use of independent judgement. May oversee the work of subordinate staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Prepares and may supervise the preparation of a variety of municipal planning statistics, data, plans, designs, charts, records and reports;

Prepares and may supervise the preparation of specialized planning projects such as land development, community development, community facilities, etc.;

Collects, tabulates and analyzes 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;

Writes and edits planning study reports including scope of work, research and data gathering, analysis, evaluation and recommendations;

May represent the Planning Department at conferences of local government officials;

Participates in meetings with civic and business leaders to determine regional and community planning needs;

Meets with Federal and State officials relative to planning programs or portions of other programs dealing with community development, economic impact, housing rehabilitation, etc.;

Uses a personal computer to analyze data and statistics;

Assists in the preparation of neighborhood and city wide plans consistent with the master plan and economic development;

Participates in studies involving research, investigation and analysis of sociological, economic and environmental factors related to municipal planning;

Obtains and collates statistical data relative to community development programs covering such subjects as condition of housing infrastructure needs, recreational and economic development needs;

Assists in collection, tabulation and analysis of data on census statistics for use in population reports;

Aids in preparing charts, maps, road geometrics, accident reports, drafts and other illustrative materials;

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Performs miscellaneous office work and maintains records of planning unit activities;  
May direct the work of others and review while in progress and upon completion.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND 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 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 layout work;  
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, civil engineering, urban geography, landscape architecture, government, public administration, economics or a related field and two years of experience in municipal, community or regional planning; OR
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in planning, civil engineering, urban geography, landscape architecture, government, public administration, economics or a related field, and three years of experience in municipal, community or regional planning; OR
- C) An equivalent combination of experience and training as outlined in A) and B) above.

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COMPETITIVE