

SENIOR PLANNER

Department: Planning and Development

Classification: Competitive

Specification Number: 3250

Approved: 10/4/21

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Either:

a) Graduation from a New York State or regionally accredited college or university with a Bachelor's Degree in Planning, Architecture, Landscape Architecture, Political Science, Economics, Geography, Environmental Studies, Civil Engineering, or a related field and two (2) years of experience in the field of community or regional planning; or,

b) Graduation from a New York State or regionally accredited college or university with a Bachelor's Degree, and three (3) years of experience in the field of community or regional planning.

NOTE: Additional relevant graduate level education from a New York State or regionally accredited college or university may be substituted for experience on a year-for-year basis to a maximum of two (2) years.

PROMOTIONAL

Two (2) years of permanent competitive status as a Planner; or,

Two (2) years of permanent competitive status as an Environmental Planner.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class receives assignments requiring the application of technical skills and knowledge to planning and zoning research studies. The incumbent supervises and reviews the work of a small technical staff engaged in conducting research field studies and tabulating data. Supervision is also exercised over a small number of drafting and technical personnel engaged in the preparation of planning maps and illustrations. Assignments are received with general instructions, but the incumbent is expected to use initiative and judgment in carrying the work to completion. Work is reviewed by a professional supervisor throughout its progress and at its conclusion. Does related work as required.

TYPICAL WORK ACTIVITIES

Supervises a small number of technical personnel in carrying out field assignments and collecting and tabulating planning data;

Supervises a small number of drafting personnel in preparing maps and illustrations for use in presentation of proposed planning projects;

Compiles data and prepares reports on the physical and social characteristics of communities including educational, recreational, shopping and transportation facilities, public utilities and other services as they affect community redevelopment;

May use a personal computer in compiling and analyzing data.

KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS

Thorough knowledge of the principles, practices, methods and techniques of community and regional planning; good knowledge of statistical concepts and methods of research techniques; ability to conduct field surveys and research projects in the development of community plans; ability to analyze factual data and to prepare graphs, diagrams and reports; ability to plan, supervise and review the work of others in a manner conducive to full performance and high morale; physical condition commensurate with the demands of the position.