

Department: Planning
Classification: Competitive
Grade: _____

SPEC DISK B2
DOCUMENT 29

SENIOR PLANNER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing moderately difficult and complex duties in the field of municipal, regional or 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 or specialized part of the agency program. 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 that of Planner by the increased responsibility for specific elements of major studies or individual responsibility for projects of a lesser nature. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares and supervises the preparation of a variety of municipal planning statistics, data, plans, designs, charts, records and reports;
Identifies program needs and key elements of the project and develops sources of funding to undertake the activity involved;
Prepares and supervises the preparation of specialized planning projects such as land development, community 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 to collect demographic and other related planning data;
Assembles information for grant proposals or renewal applications relative to proposed or ongoing projects;
Represents the assigned agency 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, funding grant proposals, or portions of other programs dealing with community development, housing rehabilitation, utility systems, parks and recreation, transportation, historic preservation, etc.;

Implements existing plans, policies and projects determinations or recommendations proposed in planning studies.

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, economical, environmental, engineering, design and research factors in problems involved in community planning; good knowledge of the principles and practices of drafting, mapping and graphic visual methods as applied to municipal 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;

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ability to conduct field studies and research projects in development of community planning projects; ability to get along well with others; 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 Planning, Architecture, Landscape Architecture, Urban Geography, Engineering or a field related to planning and two years experience in municipal, community or regional planning; or

(b) Graduation from a regionally accredited or New York State registered college or university with a Masters degree in Sociology, Economics, Urban Geography, Government, Public Administration, Statistics or related field and two years of experience as defined by (a); or

(c) Graduation from a regionally accredited or New York State registered college or university with a Masters degree in Planning, Landscape Architecture, Community or Municipal Planning and one year of experience as defined in (a); or

(d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).