

Jurisdictional Class: Competitive  
EEO Category: Professionals  
Revised: 04/27/2021

## **SENIOR PLANNER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory position, involving responsibility for overseeing the preparation of plans, proposals and research reports, and directing the collection, tabulation and analysis of data required for such reports. The work may also involve a considerable amount of public contact with town and village officials concerning projects in their jurisdictions, and with professional and civic organizations explaining the objectives, techniques and implications of planning. The work is performed under the general supervision of the Commissioner of Planning, allowing considerable leeway for the planning of special project and reports. Supervision is exercised over subordinate level professional and nonprofessional employees. The incumbent performs related work as needed.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Supervises preparation of plans, proposals and research reports relating to existing, required or proposed facilities for transportation, parking, housing, recreation, public buildings and other aspects of land use for economic development and social or community activities;

Directs collection, tabulation and analysis of data for use in connection with census statistics and population reports;

Supervises preparation of special studies regarding parking, traffic and other facilities for villages, towns and other political subdivisions of the County;

Analyzes street maps and lot layouts for adequate provision of anticipated facilities, and for compliance with minimum zoning requirements and subdivision regulations;

Examines planning programs of various town and area developers, and makes proposals for coordination of programs with Departmental planning program.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the purposes, principles, terminology and practices employed in municipal, regional and community planning; thorough knowledge of current methods of collecting, analyzing and interpreting statistical data; thorough knowledge of zoning and subdivision practices; thorough knowledge of research methods and techniques; thorough knowledge of current problems and literature in the planning field; ability to prepare long-range comprehensive development plans for land use analysis, capital programming, economic analysis and fiscal analysis; ability to plan and supervise the work of others; ability to understand and follow complex oral and written directions; ability to communicate effectively at all levels, both oral and written directions; to interact well with others; initiative; resourcefulness; sound judgment.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree or higher in city, regional or urban planning from a regionally accredited or New York State registered college or university **AND** one (1) year of **professional planning experience\***; **OR**

continued...

**MINIMUM QUALIFICATIONS (cont'd):**

- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree or higher in planning, architecture, landscape architecture, environmental science, engineering, sociology, public administration, geography, natural resources, criminal justice, statistics or a closely related field **AND** two (2) years of **professional planning experience\***; **OR**
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in city, regional or urban planning **AND** two (2) years of **professional planning experience\***; **OR**
- (D) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in planning, architecture, landscape architecture, environmental science, engineering, sociology, public administration, geography, natural resources, criminal justice, statistics or a closely related field **AND** three (3) years of **professional planning experience\***.

**\*Professional planning experience** - Teaching the subjects of land use planning, urban planning, economic development, environmental design, planning workshops, planning studios, community planning studios, transportation planning, sociology, civil engineering, human services, and similar courses in a collegiate setting is also considered qualifying experience.

**NOTE:** Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 09/01/1986

Revised: 07/01/1994; 01/12/1999; 08/25/2000; 01/10/2007; 01/22/2016; 04/21/2021;  
04/27/2021