

## **SENIOR PLANNER**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for planning, preparing and completing projects related to economic and community development, such as business retention, housing and neighborhood revitalization by applying the principles and theories of urban planning to basic planning studies and redevelopment projects. The incumbent is either assigned to lead major projects or complete phases of projects. The work also involves the coordination of grant and city-funded activities with other city departments, collecting and analyzing data, and preparing documents necessary for community and economic development activities such as loan programs, grant applications and other related activities. The position differs from that of Community Development Planner by the complexity of projects assigned and the latitude allowed for independent decision making. Supervision may be a responsibility of the position, and is assigned to lead projects. The work is performed under the general supervision of the Director of Planning and Economic Development. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Develops comprehensive land use plans by researching and analyzing data such as

land use regulations, design controls, historic preservation, environmental laws and any other pertinent information in the development and review of land use plans;

Acts as a lead on planning projects by coordinating and directing activities such as data collection and analysis, and project implementation;

Prepares and provides oversight of the preparation of a variety of planning statistics, graphs, plans, designs, charts, records and reports;

Plans and conducts field studies and surveys to collect demographic and other related planning data;

Collects, tabulates, and analyzes data for use in connection with census statistics and population reports;

Collects information and prepares documents for planning boards, site plan reviews, and community and economic development activities;

Coordinates grant and city-funded activities with other departments and agencies by participating in meetings with department heads to discuss and evaluate the needs of their department;

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

Develops plans for large scale proposals involving landscape and architectural design aspects for the city;

May attend and participate in informational meetings and conferences with city officials providing technical assistance and guidance with respect to planning projects and design.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles, methods and techniques used in economic and community development, municipal planning and promotional activities;

Good knowledge of the principles and practices in administering and monitoring grant funds;

Working knowledge of the Federal, State and local laws, policies and programs related to the economic development and planning process;

Working knowledge of the business and economic conditions of the City;

Ability to lead the work of others on projects by providing guidance and oversight of their activities as well as assigning and reviewing their work;

Ability to plan, coordinate and implement planning projects;

Ability to analyze factual data and prepare graphs, diagrams, and reports;

Ability to understand, interpret and analyze complex oral and detailed written material and quantitative data;

Ability to conduct field studies and research projects in development of community planning projects;

Ability to use a personal computer to analyze data and statistics;

Ability to communicate effectively both orally and in writing;

Ability to develop and maintain effective working relationships with others;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATONS:** Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in planning, landscape architecture, public administration, economics or a related field and one (1) year of experience in municipal, community or regional planning; or
- (b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in planning, landscape architecture, public administration, economics or a related field and two (2) years experience as defined in (a); or
- (c) An equivalent combination of training and experience as defined by limits outlined in (a) and (b) above.