

SENIOR PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This is a mid-level professional planning position that has responsibility for performing complex duties in the field of municipal, county, regional or community planning. Employees in this class are responsible under general direction for specific phases of difficult planning projects, and serving as either a project manager or support staff in the development, implementation and management of a broad array of planning projects and processes. The incumbent may be assigned to specialty program areas such as land use, housing, community and economic development/sustainability, rural development, transportation, health or land conservation. The incumbent is also responsible for providing professional planning assistance to organizations, municipal officials, boards and committees. The class of Senior Planner differs from Planner by the increased responsibility for specific elements of major studies or individual responsibility for projects. The work is performed under the general supervision of the Principal Planner and other senior members of the department with wide leeway allowed for the exercise of independent judgment and initiative in executing assigned tasks. Supervision may be exercised over the work of subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Prepares a variety of planning statistics, data, plans, designs, charts, records and reports;

Prepares specialized planning projects in areas such as land use, housing, community and economic development/sustainability, rural development, transportation, health, land conservation and others;

Tabulates and analyzes data for use in connection with comprehensive planning;

Plans and conducts field studies and surveys;

Provides professional planning assistance and support to organizations, municipal officials, boards and committees;

Develops proposals for policies, plans and projects;

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

Conducts research and prepares reports and updates related to municipal, county or community planning;

Advises municipal planning boards and zoning boards of appeals as requested;

Reviews and makes recommendations on local zoning ordinances and subdivision regulations;

Prepares reports, and payment requests for federal planning grants;

Prepares and edits quarterly newsletter regarding activities, etc.;

May prepare applications for grant funds for the department, local governments, and interested agencies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the purposes, principles, terminology and practices employed in municipal, regional or community planning; thorough knowledge of zoning and sub-division practices; good knowledge of current methods for collecting, analyzing and interpreting statistical data; good knowledge of current problems and literature in the field; ability to plan and supervise the work of others; good knowledge of research methods and techniques; ability to understand complex oral and written directions; ability to get along well with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from an accredited college or university with a Master's Degree in Planning and one (1) year of experience in municipal, community or regional planning or related work; **OR**
- B. Graduation from an accredited college or university with a Master's Degree in Public Administration, Geography, Architecture, Landscape Architecture, Engineering or related field and two (2) years of experience in municipal, community or regional planning or related work; **OR**
- C. Graduation from an accredited college or university with a Bachelor's Degree in Planning and two (2) years of experience in municipal, regional or community planning or related work; **OR**
- D. Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Geography, Architecture, Landscape Architecture, Engineering or related field and three (3) years of experience in municipal, community or regional planning or related work; **OR**
- E. An equivalent combination of training and experience as described in A, B, C & D above.

ULSTER COUNTY
6410 SR PLNR
Classification: Competitive
Grade: 18
Union: CSEA

Revised: January 26, 2022