

## **SENIOR PLANNER ENVIRONMENTAL**

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

This is an advanced level position which involves specialized technical work related to environmental planning. Incumbents are responsible for completing environmental analyses, environmental impact statements and assessments, and preparation of State Environmental Quality Review Act (SEQRA) documentation. The class differs from that of Planner by virtue of being an advanced level position in the planner series, whereas Planner is a journey level position. Work is performed under the general supervision of a higher level employee with considerable leeway allowed in carrying out work assignments. Supervision of others may be a responsibility of the position. Travel in the course of a workday is required. Assignments outside of normal working hours should be expected.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Reviews and prepares State Environmental Quality Review Act (SEQRA) documentation, environmental impact statements and assessments, planning and zoning studies, and environmental planning analyses;
2. Assists county departments and municipalities with the administration of SEQRA processes;
3. Reviews project proposals and related environmental impact statement drafts as assigned, and makes recommendations on policy and action to the state, county and local municipalities;
4. Receives and responds to requests for data, reports and technical advice in the development and review of environmental analyses and impact statement drafts;
5. Collects and analyzes data in connection with work assignments;
6. Independently performs research and prepares written technical reports;
7. Maintains contact with those engaged in physical and environmental planning projects and programs to maintain a high level of advisory and consultative assistance;
8. Meets with municipal planning boards, zoning boards, legislative bodies, and other public officials to advise on environmental planning matters and make recommendations;
9. Coordinates and communicates with internal and external project team members;
10. Provides information to the public by telephone or in person;

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

Thorough knowledge of the principles, practices and techniques involved in environmental planning; good knowledge of the procedures involved in conducting and preparing environmental assessments and environmental impact statements; good knowledge of the techniques used in county, municipal and regional physical planning; ability to effectively use computer applications such as database, spreadsheets, word processing, calendar, and e-mail software; ability to organize and conduct field investigations of land use and natural resources factors; ability to formulate and prepare detailed reports and documentation from reference materials, studies and reports; ability to interpret visual data from maps and charts; ability to reason logically, both inductively and deductively; ability to prepare sketches, maps and charts from field studies, laboratory data and technical reports of others; ability to work with others and communicate technical concepts and ideas to non-technical personnel and the public; ability to communicate effectively, both orally and in writing; ability to understand complex oral and written directions; ability to get along well with others; resourcefulness; initiative and tact; good judgment; physical condition commensurate with the demands of the position.

**SENIOR PLANNER ENVIRONMENTAL (Cont'd)**

**MINIMUM QUALIFICATIONS:**

- EITHER:       (A)     Graduation from a regionally accredited or New York State recognized college or university with a Master's degree in environmental science, geology, urban planning, civil engineering, or a related field and two (2) years of technical work experience in planning or a related field;
- OR:             (B)     Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's degree in environmental science, geology, urban planning, civil engineering, or a related field and three (3) years of experience as described above;
- OR:             (C)     An equivalent combination of training and experience as described in (A) and (B) above.

NOTE:     Work experience as described above may be substituted for the education requirements on a year-for-year basis.

**SPECIAL REQUIREMENT:**

Possession of a valid driver's license.

ADOPTED:    12/14/2015