



CIVIL DIVISION
CLASS SPECIFICATION

SENIOR MUNICIPAL PLANNER

DATE ADOPTED: 11/22/2024

LAST REVISION:

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DISTINGUISHING FEATURES OF THE CLASS:

This is an advanced level position which involves specialized technical work related to community, county, and regional planning. Incumbents are responsible for performing research, preparing reports and studies, and recommending solutions to complex planning problems. 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 will be received.

TYPICAL WORK ACTIVITIES:

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

1. Leads and participates in contracted planning work projects;
2. Leads and participates in studies involving research, investigation and analysis of sociological, economic and environmental factors related to municipal, regional or community planning;
3. Prepares specialized planning projects such as land development, community development, economic development, transportation, housing, water supplies and others;
4. Collects and analyzes data (including census data) in connection with work assignments;
5. May be assigned responsibility for a specialized program;
6. Plans and conducts field studies and surveys;
7. Reviews and makes recommendations on the more complex local zoning ordinances and subdivision regulations in compliance with statutory requirements;
8. Meets with municipal planning boards, zoning boards, legislative bodies, and other public officials to advise on planning matters and make recommendations;
9. Prepares and assists in the preparation of grant applications;
10. Provides information to the public by email, telephone, or in person.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the purposes, principles, and terminology employed in municipal, regional, and community planning; thorough knowledge of zoning and subdivision principles; good knowledge of current problems and literature in the field; good knowledge of research methods and techniques; good knowledge of federal and state programs related to the planning process; good knowledge of the techniques used in preparing specialized planning projects such as land development, economic development, transportation, housing, water supplies and others; ability to understand complex oral and written directions; ability to get along well with others; initiative and resourcefulness; good judgment; physical condition commensurate with the demands of the position.



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MINIMUM QUALIFICATIONS:

- EITHER: (A) Master's degree in Planning or a related field and two (2) years of technical work experience in planning or a related field;
- OR: (B) Bachelor's degree in Planning 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.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENTS:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: Competitive

REVISION HISTORY: 3/9/79; 2/15/85; 7/1/91; 11/22/24 (FKA Senior Planner)