



Senior Planner

Job Specification
Classification: Competitive
Series: Planning
Level: 2 of 3

DISTINGUISHING FEATURES OF THE CLASS: This is the second level of the Planner series. Under the general direction of the Planning & Community Development Director, the incumbent assists the Director with planning, organizing, directing and integrating the City's planning program and services. Responsibilities, assigned by the Planning & Community Development Coordinator, include: Community Development Block Grant and other grant administration; housing programs; downtown revitalization; riverfront redevelopment; parks development; brownfield remediation; Municipal Separate Storm Sewer System (MS4); Complete Streets; tree planting; zoning administration; formulating and updating the comprehensive land use plans and their regulations; analyzing, designing and developing processes and programs to effectively manage the growth of the community; planning, coordinating and directing redevelopment projects, transportation and mobility initiatives; developing a strategic plan and economic development goals in partnership with local and County development organizations, community groups and City Council; and responding to questions and concerns from community groups, City Council, City staff, and the public. The incumbent assists with and monitors Planner(s) assignments and serves as the Planning & Community Development Director during his/her absence.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Assists with the development, implementation, and evaluation of departmental policies, procedures, strategies and goals; ensures procedural compliance with applicable legislation, policies and programs.
- Assists the Planner(s) with project assignments and monitors and evaluates planning work products.
- Assists with the preparation of departmental budgets, financial reports, and operational and/or capital improvement budgets; monitors revenues and expenditures.
- Presents and participates in meetings, proceedings, and committees.
- As directed, represents the department at meetings and conferences; serves as a liaison between departments, external organizations, the general public, and other agencies for planning and economic development activities.
- Assists with the administration, writing, and monitoring of grant applications and monies; ensures regulations are being followed in specific projects and prepares information for upcoming projects as needed for grant submissions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Management principles;
- Principles, practices and techniques of community development planning, economic development and related community development services;
- Planning and zoning principles and practices;
- Relevant specializations such as transportation, land use, affordable housing, economic development, MS4 and Complete Streets;

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Knowledge of: (continued)

- Budgetary principles;
- Applicable federal, state, and local laws, ordinances, codes, rules, and regulations;
- Rural housing and community and economic development assistance programs;
- Program development and administration principles and practices;
- Project management principles;
- Grant writing and administration practices and principles;
- Computer software, Internet and GIS technology;
- Public relations principles.

Ability to:

- Manage projects and mentor planning staff;
 - Plan and integrate broad, comprehensive planning and community development programs and services;
 - Analyze complex planning and community development issues and problems, evaluate alternative solutions and develop sound conclusions, recommendations and courses of action;
 - Present proposals and recommendations clearly and logically in public meetings;
 - Understand, interpret, explain and apply local, state and federal laws and regulations governing land use planning and community development;
 - Develop clear, concise and comprehensive technical reports, correspondence and other written materials;
 - Prioritize work, multi-task, and work independently and as part of a team;
 - Identify grant funding sources; draft and revise grant applications and administer and monitor grant awards for planning and development projects;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others to exchange or convey information and to receive work direction
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree or 5 year Bachelor's Degree in planning, architecture, landscape architecture, engineering, environmental studies, historic preservation, public administration, or related field; and 3 years of experience in planning (municipal, community, regional or transportation), grants writing and administration, environmental (SEQRA & NEPA) and cultural resources studies or reviews, zoning administration, housing rehabilitation and ownership programs, economic development, or downtown revitalization; or
- (B) Bachelor's Degree in planning, architecture, landscape architecture, engineering, environmental studies, historic preservation, public administration, or related field and 4 years of experience in planning (municipal, community, regional or transportation), grants writing and administration, environmental (SEQRA & NEPA) and cultural resource studies or reviews, zoning administration, housing rehabilitation and ownership programs, economic development, or downtown revitalization; or
- (C) An equivalent combination of experience and training as defined by the limits of above.

SPECIAL NECESSARY REQUIREMENT:

None required.

Classification history:

Adopted: 3/20/2012

Revised: 1/19/2016