

## SENIOR PLANNER

DISTINGUISHING FEATURES OF THE CLASS: The work involves researching, analyzing and developing planning programs and projects concerned with physical and community development and governmental services within Cattaraugus County. The incumbent prepares both general and specific studies under the direction of the Chief Planner and/or the Director of Economic Development, Planning and Tourism. This class differs from that of Planner by virtue of its expanded scope and increased level of responsibility in designing, conducting, compiling, supervising and presenting planning projects and programs. Work is performed under general supervision with leeway allowed for the exercise of independent judgement. Supervision may be exercised over subordinate employees. A Senior Planner does related work as required.

### TYPICAL WORK ACTIVITIES:

- Develops and manages county planning-related programs, such as land use, community development, economic development, water resources, and environmental protection, and other tasks requested by management;
- Collects and Transforms data into a compatible format, and complies data into a G.I.S. database while maintaining a description of the data source/pedigree;
- Prepares and/or reviews planning and environmental aspects of proposed physical and community development projects, including county capital projects;
- Assumes responsibility for complex planning projects; developing these in relation to the County's overall plans and policies, and in relation to other agency plans and proposals, including Agricultural Districts and Farmland Protection Plans;
- Acts as a planning advisor to localities, municipalities and other agencies on zoning ordinances, subdivision regulations, and other local land use controls;
- Prepares complex analytical studies related to comprehensive planning;
- Collects data, conducts surveys, performs complex analysis, prepares evaluation of results and solicits comments regarding such;
- Represents the County and Department at meetings and public hearings, and serves as support staff to the County Planning Board;
- Assists in negotiating technical questions with Local, State and Federal agencies;
- Assists in the review, preparation and recommendation of Federal and/or State grant applications, and in grant administrative duties;
- Develops and presents educational and information programs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles, practices, objectives and techniques in the field of municipal, county, community and regional planning; thorough knowledge of planning implementation techniques and systems; thorough knowledge of G.I.S. mapping, map

reading and techniques involved in chart preparation; good knowledge of and ability to effectively use general planning analysis techniques; ability to organize and conduct information gathering surveys; ability to analyze and interpret statistical data as it relates to physical, economic and social phenomenon associated with county, municipal, community and regional planning; ability to express oneself clearly, both orally and in writing; ability to follow detailed oral and written instructions; sound professional judgment; accuracy; initiative and resourcefulness; tact; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

Promotional: Two (2) years of full-time permanent competitive class service as a Planner;

Open Competitive:

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in planning, architecture, civil engineering, environmental design, geography, or grantsmanship, including or supplemented by successful completion of 3 credit hours in drafting, architectural drawing, or Geographic Information Systems (G.I.S.); and two years of experience in planning, architecture, civil engineering, environmental design, geography or grantsmanship.

OR

B) Six years of experience in planning, architecture, civil engineering, geography, or grantsmanship, including at least 6 months of experience in drafting or Geographic Information Systems (G.I.S);

OR

C) An equivalent combination of training and experience as defined by the limits of A) and B).

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 5/18/04