

DEPARTMENT: ECONOMIC DEVELOPMENT
CLASSIFICATION: COMPETITIVE
APPROVED: AUGUST 29, 2008

SENIOR PLANNER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, preparing, and completing projects by applying the principles and theories of urban planning to basic planning studies and redevelopment projects. The incumbent is either assigned to lead major projects or complete phases of projects. The work also involves the coordination of grant-funded activities with other municipal departments, collecting and analyzing data, and preparing documents necessary for community and economic development activities. The work is performed under the general supervision of the Commissioner of Economic Development. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Develops comprehensive land use plans, strategic plans, and community projects by researching and analyzing data as well as reviewing land use regulations, environmental laws, community plans, and other pertinent information.
2. Acts as a lead on planning projects by coordinating and directing activities such as data collection and analysis, plan preparation, and project implementation;
3. Collaborates with departments and agencies at the local, county, state, and federal level as appropriate to coordinate implementation of the Niagara Communities Comprehensive Plan and identifies funding opportunities for implementation activities;
4. Coordinates Niagara County's role in implementation of the Erie-Niagara Framework for Regional Growth, Niagara River Greenway Plan, Niagara Frontier Urban Area Freight Transportation Study, and other regional planning efforts;
5. Provides technical assistance to local municipalities on projects and coordinates with departments and agencies at the local, county, state, and federal level on project implementation, funding matters, and environmental review;
6. Provides recommendation on use of geographic information systems (GIS) technology for department activities and is involved in conducting GIS analyses, creating maps for presentations and reports, acquiring and creating data, and identifying necessary hardware and software upgrades;
7. Organizes and supervises a department intern program and serves as the direct supervisor responsible for creating and reviewing intern work assignments;
8. Prepares and provides oversight of the preparation of a variety of planning statistics, graphs, plans, project designs, charts, GIS maps, records, and reports;
9. Plans and conducts surveys to collect demographic and other related planning data, including surveys to collect countywide data on school enrollment and construction permits, and conducts trend analysis on information gathered;
10. Collects information and prepares documents for planning boards, site plan reviews, and community and economic development activities;
11. Coordinates grant and county-funded activities with other departments and agencies by participating in meetings with department heads to discuss and evaluate the needs of their department;
12. Acts as liaison to local governments concerning changes in planning regulations, zoning and subdivision matters, and adoption of local laws. Duties include providing updates to local governments on significant changes in state planning law;
13. May attend and participate in informational meetings and conferences with municipal officials providing technical assistance and guidance with respect to planning projects and design.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices used in economic development, community development, and municipal planning; thorough knowledge of the methods used in administering and monitoring grant funds; thorough knowledge of the federal, state and local laws, policies, and programs related to planning and economic development; thorough knowledge of modern office software applications including word processing and database applications; working knowledge of the business and economic conditions of the region; working knowledge of geographic information systems (GIS); skill in the use of modern office software applications; ability to operate a personal computer and modern office software applications at an acceptable rate of speed; ability to lead the work of others on projects by providing guidance and oversight of their activities as well as assigning and reviewing their work; ability to plan, coordinate, and implement planning projects; ability to analyze data and prepare maps, graphs, and reports; ability to understand, interpret, and analyze complex oral information, detailed written material, and quantitative and qualitative data; ability to use a personal computer to analyze data and prepare statistics; ability to work independently as well as part of a team; ability to communicate effectively both orally and in writing; ability to develop and maintain effective working relationships with others; sound professional judgment, integrity, tact, and courtesy; physical condition commensurate with the demands of the position.

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SUGGESTED PROMOTIONAL QUALIFICATIONS:

Eighteen (18) months of permanent competitive status as a Planner in the Niagara County Economic Development Department immediately preceding the date of examination.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in planning, landscape architecture, public administration, engineering, environmental studies or a related field and one (1) year of experience in municipal, community or regional planning; **or**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in planning, landscape architecture, public administration, engineering, environmental studies or a related field and two (2) years experience in municipal, community or regional planning.