



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Senior Planner**
Jurisdictional Class: Competitive
Civil Division: Planning Board
Adoption: CSM
Revised: CSM 7/10/1973, 6/7/2000, 4/12/2006, 11/14/2007, 2/10/2016

DISTINGUISHING FEATURES OF THE CLASS:

Performs moderately difficult and complex duties in the field of municipal, regional or community planning; does related work as required. Employees in this class are responsible under general direction for specific phases of moderately difficult planning projects or may be in charge of a major phase of a more complex study. Projects involve community planning on a municipal, county, metropolitan or regional basis. In a smaller planning unit the Senior Planner would be assigned projects calling for individual leadership to a greater extent than would be the case in larger planning units. The class of Senior Planner differs from Planner by the increased responsibility for specific elements of major studies or individual responsibility for projects of a lesser nature. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Performs data analysis and interpretation for planning projects in the field of municipal, regional, community planning and environmental management, such as census and geographic information;
Conducts environmental and agricultural impact analysis and assessments for major projects;
Performs data entry of geographic related material and maintains inventory of digital map files, digital base coverage information, associated database attribute files, and GIS programs;
Prepares reports, technical documents, administrative, and informational activities, participates in presentations made to public officials, technical committees and other general public to provide and elicit information;
Develops and presents training programs for local elected officials and citizen groups regarding land use planning, land use law, community development, environmental review, and related land use topics;
Prepares watershed and highway corridor plans;
Prepares implementation plans for approved projects through such methods as seeking grants and drafting land use regulations;
Participates in meeting with and works with local officials and citizen groups on community planning issues;
Reviews zoning and subdivision proposals;
Prepares charts, drafts and other illustrative materials;
Provides research information to other County personnel via the Internet and/or other forms of telecommunication;
Frequently represents the agency at conferences for governmental agencies.
Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the purposes, principles, terminology, and practices employed in community, municipal, county and regional planning;
Knowledge of the sociological, economic, environmental, engineering designs and research facts in problems involved in community planning;
Knowledge of current accepted methods for data collection analysis and interpretation of statistical data;
Knowledge of the principles and practices of computer mapping (GIS) and graphic visual methods as applied to community planning;
Knowledge of contemporary telecommunications issues;
Knowledge of GPS and applications to municipal planning;
Ability to understand complex oral and written directions;
Ability to communicate and deal effectively with others;
Initiative and resourcefulness;
Tact;
Good Judgment.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college with a Master's Degree in Planning, Architecture, Landscape Architecture, Engineering, Urban Geography, Economics, Public Administration, Information Science, Civil or Environmental Engineering, Environmental Science, Environmental Resources, Environmental Studies, Sociology, Geographic Information Systems, or related field AND 1 year of experience in community or regional planning or work related to the qualifying degree; OR
- (B) Graduation from a regionally accredited or New York State registered college with a Bachelor's Degree in Planning, Architecture, Landscape Architecture, Engineering, Urban Geography, Economics, Public Administration, Information Science, Civil or Environmental Engineering, Environmental Science, Environmental Resources, Environmental Studies, Sociology, Geographic Information Systems, or related field AND 2 years of experience in community or regional planning or work related to the qualifying degree; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.