

Civil Division: Oneida County Government  
Jurisdictional Class: Competitive  
EEO Category: Professional  
Revised: 01/22/16

## **SENIOR PLANNER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory position, involving responsibility for overseeing the preparation of plans, proposals and research reports, and directing the collection, tabulation and analysis of data required for such reports. The work may also involve a considerable amount of public contact with town and village officials concerning projects in their jurisdictions, and with professional and civic organizations explaining the objectives, techniques and implications of planning. The work is performed under the general supervision of the Commissioner of Planning, allowing considerable leeway for the planning of special project and reports. Supervision is exercised over subordinate level professional and nonprofessional employees. The incumbent performs related work as needed.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Supervises preparation of plans, proposals and research reports relating to existing, required or proposed facilities for transportation, parking, housing, recreation, public buildings and other aspects of land use for economic development and social or community activities;

Directs collection, tabulation and analysis of data for use in connection with census statistics and population reports;

Supervises preparation of special studies regarding parking, traffic and other facilities for villages, towns and other political subdivisions of the County;

Analyzes street maps and lot layouts for adequate provision of anticipated facilities, and for compliance with minimum zoning requirements and subdivision regulations;

Examines planning programs of various town and area developers, and makes proposals for coordination of programs with Departmental planning program.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the purposes, principles, terminology and practices employed in municipal, regional and community planning; thorough knowledge of current methods of collecting, analyzing and interpreting statistical data; thorough knowledge of zoning and subdivision practices; thorough knowledge of research methods and techniques; thorough knowledge of current problems and literature in the planning field; ability to prepare long-range comprehensive development plans for land use analysis, capital programming, economic analysis and fiscal analysis; ability to plan and supervise the work of others; ability to understand and follow complex oral and written directions; ability to communicate effectively at all levels, both oral and written directions; to interact well with others; initiative; resourcefulness; sound judgment.

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**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of a Master's Degree in city, regional, or urban planning from a regionally accredited or New York States registered college or university **AND** one (1) year of experience in regional, county or municipal planning\*; **OR**
- (B) Possession of a Master's Degree in geography, architecture, landscape architecture, civil or environmental engineering, environmental planning, or a field related to planning, from a regionally accredited or New York State registered college or university **AND** two (2) years of experience as outlined in (A) above; **OR**
- (C) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree in city, regional or urban planning **AND** two (2) years of experience as outlined in (A) above; **OR**
- (D) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree in geography, architecture, landscape architecture, civil or environmental engineering, environmental planning, or a field related to planning, **AND** three (3) years of experience as outlined in (A) above.

**\*Planning** - activities that include the following: the preparation of plans or proposals and research reports or the collection, tabulation and analysis of data or the conducting of special studies and reports or developing proposals and preparing grant applications in the fields of transportation, human services, municipal land use, or environmental planning.

Adopted: 09/01/86  
Revised: 07/01/94, 01/12/99, 08/25/00, 01/10/07, 01/22/16

*Title in promotional series: Planning Specialist, Junior Planner, Planner, Senior Planner, Associate Planner, Principal Planner, Chief Planner*