

## **SENIOR PLANNER (HELP Program)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a highly professional position involving responsibility for exercising independent judgment in the direct undertaking of professional planning work and related research, and in the supervision of such work undertaken by subordinates. Work is performed under the general supervision of the Director of Planning, and requires a large degree of independent responsibility, and a high level of professional performance in planning, assigning, reviewing, coordinating, and undertaking a variety of complex planning tasks. Does related work, as required.

### **TYPICAL WORK ACTIVITIES:**

Facilitates the Genesee County Comprehensive Planning Process including its Steering Committee and related Focus Groups;  
Administers the Agricultural District Program including eight-year reviews and annual enrollment period;  
Serves as staff and/or facilitates various committees and boards including the County Planning Board, Agricultural and Farmland Protection Board and Water System Hookup Administrative Committee;  
Makes work assignments, reviews work performed, and directs supervision of other Planning personnel;  
Prepares local comprehensive plans and elements of the County Comprehensive Plan;  
Prepares zoning ordinances, subdivision regulations, and other local land use controls;  
Reviews and prepares recommendations concerning zoning matters, subdivision matters, other kinds of development matters, county capital project proposals, and other agency plans and proposals;  
Maintains Department website and other communications including the Housing Assistance and Information Directory;  
Undertakes surveys related to land use, housing, and other planning concerns;  
Coordinates departmental activities with other public agencies;  
Prepares written reports and graphics related to the above activities and the oral presentation of departmental recommendations to community groups, legislative bodies, other public officials and agencies, and the general public;  
Represents the Department of Planning on official committees, at public hearings, in legislative meetings, and in other public meetings.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and procedures of planning and related research; ability to work independently with a minimal degree of supervision; ability to exercise sound professional judgment; ability to analyze under tight time constraints, complex problems and to reach sound solutions; ability to undertake complex planning and related research work at a high professional level;

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ability to present oneself well and communicate effectively both orally and in writing; ability to supervise others in their work effectively; ability to get along well with others; computer literate including experience using Geographic Information System (GIS) technology; possess initiative and resourcefulness.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND EITHER:**

A. Master's Degree in Planning, Geography, Urban Studies/Development, Architecture, Government, Public Administration, Legal Studies, Statistics, Sociology, or related field and one (1) year of experience in planning, government, community organizing or environmental planning/management;

OR

B. Possession of a Bachelor's Degree in Planning, Urban Studies, Urban, Community or Sustainable Development, Environmental Engineering or Management, Psychology, Sociology, Geography, Political Science, Natural Resource Management or closely related field, and three (3) years of experience in planning, government, community organizing or environmental planning/management;

OR

C. Possession of a Bachelor's Degree and five (5) years of professional level experience in planning, government, community organizing or environmental planning/management;

OR

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- D. Any equivalent combination of training and experience as defined by the limits of (A), (B), or (C) above.

### **SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:**

Possession of an appropriate valid New York State Driver's License.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-competitive Class

Adopted 6/21/24