

Date Posted: 11/23/2022

## **Notice of Job Opening**

**Position:** Senior Planner

Applicants must meet the requirements outlined in the enclosed job description.

\*PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

\*\* Effective immediately, **all new hires must be vaccinated against the COVID-19 virus**, unless they have been granted an exemption for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless an exemption is received and approved by the Office of Human Resources.

**Department:** Neighborhood and Community Services/ Planning

**Number of Vacancies to be filled:** 3

**Rate of Pay:** \$63,000-\$94,500 annually

**Schedule:** 37.5 hours/week

**Application Deadline:** Until Filled

All applicants must submit an application online via [jobs.albanyny.gov](https://jobs.albanyny.gov) to be considered for the job opening.

**Residency Requirement:** YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

**The City of Albany is an Equal Opportunity /Affirmative Action Employer.**

## **SENIOR PLANNER**

**DISTINGUISHING FEATURES OF THE CLASS:** Employees in this class are responsible for specific phases of moderately difficult planning projects in the field of municipal or community planning or may be in charge of a major phase of a more complex study. Projects involve community planning on a municipal basis. In a smaller unit the Senior Planner would be assigned planning projects calling for individual leadership to a greater extent than would be the case in larger planning units. Staff supervision is also involved. The Senior Planner differs from Planner by the increased responsibility for specific elements of major studies, managing the development approval process, including staff supervision, or individual responsibility for projects of a lesser nature. The Senior Planner works under the general direction of the Director of City Planning.

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

- Prepares and supervises the preparation of a variety of planning statistics, data, plans, designs, charts, records and reports;
- Prepares and supervises the preparation of specialized planning staff reports and project review reports for the local Planning Board, Zoning Board and Common Council;
- Directs the collection, tabulation and analysis of data for use in connection with census statistics and population reports;
- Plans and conducts field studies and surveys;
- Represents the planning agency at conferences of local government officials, public hearings and other public meetings;
- Participates in meetings with civic, business and neighborhood representatives to determine community planning needs and growth and development issues;
- Assists in the collection, tabulation and analysis of data regarding physical development activity, land use and related issues and administration of the development approval process involving the Board of Zoning Appeals, Planning Board, Common Council and Historic Resources Commission;
- Supervises the preparation of studies or reports in regard to housing, parking, land use control or other urban issues;
- Supervises the planning staff involved in the administration of land use controls, the development approval process, and review of individual project proposals;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

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

- Through knowledge of zoning, local land use controls and current urban planning issues;
- Good knowledge of the principles, terminology, and practices employed in municipal, regional or community planning;
- Good knowledge of zoning and subdivision practices;
- Good knowledge of current methods for collecting, analyzing and interpreting statistical data;
- Good knowledge of current problems and literature in the field;
- Good knowledge of research methods and techniques;
- Good knowledge of personal computers and office equipment;

- Ability to plan and supervise the work of others;
- Ability to understand complex oral and written directions;
- Ability to get along well with others;
- Initiative and resourcefulness;
- Good judgment;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree in Sociology, Planning, Urban Geography, Government, Public Administration, Statistics, or other similarly related field and two (2) years of experience in municipal, regional or community planning; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Planning, Urban Studies, Landscape Architecture, Environmental Science or a related field and three (3) years of experience in municipal, regional or community planning.

Revised: 1/18/89  
2/25/04  
3/25/15