

PRINCIPAL PLANNER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for assisting the Planning Director in the development and management of planning projects in the field of municipal or community planning or may be in charge of a more complex study. Projects involve community and urban planning on a municipal basis. Extensive staff supervision is involved. The Principal Planner differs from the Senior Planner by the responsibility for specific major studies and the supervision of the development review and approval process, as well as neighborhood-based planning initiatives. The Principal Planner also plays a key role in interdepartmental coordination, and will represent the department in diverse forums. The Principal Planner reports to the Planning Director and functions as the most senior professional staff member within the Division of Planning.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Prepares and assists the Director in the preparation of a variety of planning statistics, data, plans, designs, charts, records and reports;
- Prepares and assists the Director in the preparation of specialized planning staff reports and project review reports for the local Planning Board, Zoning Board and Common Council;
- Directs and oversees the collection, tabulation and analysis of data for use in connection with census statistics and population reports;
- Directs and oversees 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;
- Oversees 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;
- Assists the Director of Planning with the supervising 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;
- Good leadership and supervision skills;
- Working knowledge of Geographic Information Systems.
- 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 or higher, in Sociology, Planning, Urban Geography, Government, Public Administration, Statistics, or 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: 3/25/15