

# PRINCIPAL PLANNER

**Department: Planning and Development**

**Classification: Competitive**

**Specification Number: 3260**

**Approved: 5/10/24**

**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

### ***OPEN COMPETITIVE***

**Either:**

a) Graduation from a New York State or regionally accredited college or university with a Bachelor's Degree in Planning, Architecture, Political Science, Economics, Geography or a related field, and four (4) years of experience in planning; or,

b) Graduation from a New York State or regionally accredited college or university with a Bachelor's Degree, and five (5) years of experience in planning.

### ***PROMOTIONAL***

Two (2) years of permanent competitive status as a Senior Planner.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this title develops programs and plans for the Town Planning Department. The incumbent supervises and reviews the work of clerical, technical and professional personnel in various planning studies. Supervision is received from the Deputy Commissioner through conferences and written reports. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

Supervises Planners and Senior Planners in data collection and analysis;

Supervises a technical and professional staff in problem identification and program development;

Exercises professional initiative and judgment in carrying out planning assignments;

Prepares technical reports from data collection for special projects;

Analyzes data and defines problems;

Designs projects, carries out plans and produces finished products, reports and/or guidelines;

Prepares for, and solicits, federal and state grants;

Prepares consultant contracts;

Reviews and accepts consultant reports.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Thorough knowledge of all areas of planning; thorough knowledge of statistical concepts and methods of research techniques; thorough knowledge of principles, practices and methods of community and regional planning; ability to coordinate, plan, supervise and review the work of a technical and professional staff; ability to establish and maintain effective working relationships with Town officials and the general public; ability to analyze data and write reports; ability to assist in program administration and implement policy; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.