

## **SENIOR PLANNER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position involving responsibility for the planning concerns and activities in the Town of Colonie. The individual in this position works closely with the Planning Board in the course of their duties, both in an advisory capacity and in receiving general direction. The Senior Planner provides general supervision and technical guidance to employees of a lower rank. The Senior Planner is under the administrative supervision of the Planning and Economic Development Director. A high degree of independence is permitted in carrying out the complex duties of the office. The position differs from that of the Planner both in level of responsibility and scope of assignments. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Prepares and supervises the preparation of long-term, comprehensive land use laws;  
 Recommends changes and improvements in the zoning law, in subdivision regulations and in other rules or regulations pertaining to land use, or the environment;  
 Prepares and supervises special planning projects relating to community facilities, transportation, digitization of land use information, etc.;

Supervises small professional and/or technical planning staff in daily operations;  
 Conducts environmental reviews, field studies and surveys;  
 Meets with local, regional, state representatives and civic leaders concerning matters relating to community planning and development;  
 Directs the collection, tabulation and analysis of demographic data;  
 Formulates planning studies on distribution of residential and commercial development, economic base and population projections to aid in determining future needs of community;  
 Studies current professional publications to keep abreast of modern planning theories and practices.

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

Thorough knowledge of the purposes, principles, terminology and practices employed in municipal planning; thorough knowledge of sociological, economic, environmental, design and research factors involved in municipal planning; thorough knowledge of zoning and subdivision practices; good knowledge of modern methods of data collection, analysis and interpretation of statistical data; skill in the development and use of maps, charts and other graphics as they are used in municipal planning; ability to understand and interpret complex written material; ability to plan and supervise the work of others; ability to use the digital tools and programs used by the Town of Colonie; ability to communicate effectively, orally and in writing; ability to establish and maintain satisfactory working relationships; initiative and resourcefulness; good judgment; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:** Either

- A) Possession of a Bachelor's Degree in Planning, Architecture, Landscape Architecture, Urban Geography, Engineering or a field related to planning and four (4) years of experience in municipal community or regional planning; OR  
 B) Possession of a Master's Degree in Planning and three (3) years of experience as outlined in (A) above;  
 OR C) An equivalent combination of experience and training outlined by the limits of A and B.

Note: The degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside of the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. The candidate must pay the required evaluation fee.

8/21/81  
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 Town of Colonie  
 Personnel Officer  
 Reviewed 6/15/00