CIVIL SERVICE JOB POSTING

Title of Position: Senior Planner (Provisional)

Division: Executive

Number of Vacancies: Four (4)

Salary Range: $55,214 (Step 1)

DISTINGUISHING FEATURES OF THE CLASS
An incumbent in a position in this class, under direction, applies the principles and theories of urban planning to basic planning studies and redevelopment projects. This is technical planning work related to a master planning and redevelopment program. Assignments are outlined by the Director of Planning or a designee, allowing the incumbent some latitude for independent analysis and decision. Supervision may be exercised over personnel assigned.

TYPICAL WORK ACTIVITIES
Assists in developing comprehensive land use plans and site and development designs; Assists in monitoring land use and development activities affecting defined study area; Applies appropriate land use regulations, design controls, historic preservation, urban renewal and environmental laws and coastal management regulations in the development and review of plans; Applies physical design concepts including vehicular and pedestrian circulation, parking layout, site access, structural siting, open space design, landscape element layout and infrastructure; Assists in providing technical, architectural and urban design guidance to citizens, developers and city officials concerning design review matters; Prepares technical reports, graphic illustrations such as rendered site plans, perspectives and schematic drawings, and oral presentations of plan recommendations; Assists in intergovernmental liaison and public meetings as appropriate; May serve as staff to the City Planning Board and/or Buffalo Preservation Board as related to design review matters; Performs related duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS
Thorough knowledge of the general principles, purposes and techniques in the field of urban planning;
**Senior Planner - #4221 (cont’d.)**

Good knowledge of governmental programs, and federal, state and local agency responsibilities; Ability to analyze, evaluate and apply planning and design principles to master planning and redevelopment programs; Ability to read and understand site plans and building elevations; Ability to express oneself orally and in writing, including graphic presentations; Ability to interact with the general public and to get along well with others; Ability to work independently with minimal supervision; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS**

(A) Master’s Degree from an accredited college or university in Urban Planning, Urban Design, Architecture or Landscape Architecture or a closely related field and two years of full-time experience in urban planning, building and site design or design review in an urban area;

OR

(B) Bachelor’s Degree from an accredited college or university in Urban Planning, Urban Design, Architecture or Landscape Architecture or a closely related field and four years of full-time experience in urban planning, building and site design or design review in an urban area;

**NOTE:** Verifiable part-time experience will be pro-rated to meet full-time experience requirements.

(Proof of education must be presented at time of appointment.)

**RESIDENCY REQUIREMENT:**
As a condition of employment, all applicants must be a domiciled resident of the City of Buffalo at time of appointment for 90 days and maintain residency during their tenure with the City of Buffalo.

All applicants must submit their resumes and specifically detail all experience in writing. All resumes should be submitted by close of business (4:30 pm), Monday, December 14, 2020 to:

(preferred) or via mail to:

Nadine Marrero  
Mayor’s Office of Strategic Planning  
901 City Hall  
Buffalo, NY 14202