CIVIL SERVICE JOB POSTING

Title of Position: General Planner (Provisional)

Division: Executive

Number of Vacancies: One (1)

Salary Range: $45,635 (A23)

DISTINGUISHING FEATURES OF THE CLASS
Under the direct supervision of the Director of Zoning and Land Use Planning, or his/her designee within the Office of Strategic Planning, the General Planner uses urban planning theories and principles to assist Senior Planners and Principal Planners in their review of basic planning studies and development/redevelopment projects, culminating in the development of land use and site development/redevelopment plans. The General Planner does not exercise supervision over any other position within the Office of Strategic Planning.

TYPICAL WORK ACTIVITIES
Prepares maps as required for projects;
Maintains data in Geographical Information Systems;
Prepares initial drafts of technical reports and graphic illustrations such as site plans, perspectives, and schematic drawings for review by superiors;
Gives oral presentations of plan recommendations to superiors and to the public, when the Director so requests;
Reviews submittals from the public regarding physical designs of urban development plans, including, but not limited to, information concerning vehicle and pedestrian usage, parking and site access, structural locations, open space design, landscaping elements, and infrastructure considerations;
Acts as first point of contact in providing information regarding Planning and Zoning to the public, government officials, refers queries to the appropriate personnel within the Office of Strategic Planning, as necessary, and assists with preparation for, and may attend, intergovernmental and public meetings, as necessary;
Assists superiors in developing comprehensive land use plans;
Assists superiors in developing site development plans, and site development designs;
Assists superiors in monitoring land use and development activities affecting defined study areas through site visits and analysis of land use data;
Attends meetings of, and serves as staff to the City Planning Board and Zoning Board of Appeals, as necessary.
Performs related duties as required.
FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the general principles of, purposes of, and techniques involved in urban planning;
General knowledge of governmental programs involved in urban planning and development;
Working knowledge of federal, state, and local agency responsibilities pertaining to urban planning and development;
Good Knowledge of Geographic Information Systems;
Good public service related skills;
Skill in oral and written presentation methods;
Ability to use “Arcview” geographic information software to create maps and analyze data;
Ability to read and understand site plans and interpret the illustration of building elevations;
Ability to use graphic illustrations in presentations;
Ability to do some work independently.
Physical conditions commensurate with demands of position

MINIMUM QUALIFICATIONS

Master’s Degree or higher from a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, or from a school deemed acceptable to the Commissioner of Human Resources in the field of Urban Planning, Urban Design, Architecture, Landscape Architecture, or a closely related field;

   OR

B. Bachelor’s degree, or higher, or at least one hundred twenty (120) credit hours, from a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, or from a school deemed acceptable to the Commissioner of Human Resources in the field of Urban Planning, Urban Design, Architecture, Landscape Architecture, or a closely related field, and two (2) years of full time experience in building and site design, or design review in an urban area, as deemed acceptable to the Commissioner of Human Resources;

   OR

C. Associates degree, or at least sixty (60) credit hours, from a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, or from a school deemed acceptable to the Commissioner of Human Resources in the field of Urban Planning, Urban Design, Architecture, Landscape Architecture, or a closely related field, and four (4) years of full time experience in building and site design, or design review in an urban area, as deemed acceptable to the Commissioner of Human Resources;

   OR

D. Graduation from High School, GED or Equivalency Diploma and six (6) years of full time experience in building and site design, or design review in an urban area, as deemed acceptable to the Commissioner of Human Resources;

   OR

E. An equivalent combination as defined within the above limits of A, B, C, and D (A) Master’s Degree from an accredited college or university in Urban Planning, Urban Design, Architecture or Landscape Architecture or a closely related field;

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: nmarrero@city-buffalo.com (preferred) or via mail to

Nadine Marrero  
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