Human Resource Department
26 Church Street
Lyons, New York 14489

JOB ANNOUNCEMENT – PLEASE POST
2023-24

TITLE: Senior Planner

Location: Wayne County Department of Economic Development and Planning

Salary: 2023 - $64,681 $3000 SIGN ON BONUS – Must meet all criteria outlined in the Memorandum of Agreement.

Applications Accepted: UNTIL FILLED

*The term provisional means that you will be required to take the next Civil Service examination for this title and place among the top three (3) candidates on the examination willing to accept position in order to be eligible for permanent appointment.

APPLICANTS MUST HAVE BEEN A LEGAL RESIDENTS OF WAYNE, MONROE, ONTARIO, SENeca OR CAYUGA COUNTIES FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE EXAMINATION DATE.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible under general direction for specific phases of moderately difficult planning projects or may be in charge of a major phase of a more complex study. Projects involve community planning. In a smaller planning unit, the Senior Planner would be assigned projects calling for individual leadership to a greater extent than would be the case in larger planning units. The class of Senior Planner differs from Planner by the increased responsibility for specific elements of major studies or individual responsibility for projects of a lesser nature.

EXAMPLES OF WORK: (Illustrative Only)
- Conducts agricultural district reviews for the County’s Nine (9) agricultural districts, including data gathering, land use inventory, participation in meetings with the Agricultural District Advisory Committee, preparation and submission of recertification packages to NYS Department of Agricultural and Markets.
- Prepares grant applications to HUD Community Development Block Grant, Environmental Quality Bond Act Recreation and Historic Preservation Programs, Erie/Barge Canal Matching Challenge Program. Assists County Planning Director with applications to HUD Community Development Block Grant and Farmers Home Administration for water and sewer projects.
- Researches and provides technical assistance to municipalities, other County departments, non-profit agencies, developers and local interest groups on a variety of topics including census, zoning, freshwater wetlands, flood hazard boundary areas, SEQR, available State and Federal grant and loan assistance, coastal erosion hazard areas, DEC regulations and housing programs.
- Directs the collection, tabulations and analysis of data for use in connection with census and population reports. Assists County Planning Director in collection and tabulation of data for major studies commissioned by the Board of Supervisors or the County Planning Board.
- Participates in meetings with local planning and zoning boards, town and village boards, civic and business leaders to determine community planning needs.
- Reviews and critiques zoning and subdivision referrals for review by the County Planning Board as required by General Municipal Law 239m.
- Prepares a variety of planning statistics, data, plans, designs, charts and reports.
- Directs the collection, tabulation and analysis of data for use in connection with various planning reports.
- Plans and conducts field studies and surveys.
- On occasion represents the planning agency at conferences with local government officials, with regional planning officials, and with state planning officials and agencies.
- Participates in meetings with civic and business leaders to determine regional and community planning needs.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the purposes, principles, terminology, and practices employed in municipal, regional or community planning; good knowledge of zoning and sub-division practices; good knowledge of current methods for collecting, analyzing and interpreting statistical data; good knowledge of current problems and literature in the field; ability to plan and supervise the work of others; good knowledge of research methods and techniques; ability to understand complex oral and written directions; ability to get along well with others; initiative and resourcefulness; good judgement.

MINIMUM QUALIFICATIONS:
Graduation from a recognized college or university with a bachelor’s degree in Planning, Geography, Landscaping, Architecture, Environmental science or a related field and two years of experience in municipal, regional or community planning or related
work; or completion of a master’s degree in planning, economics, Urban Geography, Public Administration or other related field and one year of experience in municipal, regional or community planning or related work. Revised 2/22/23