

PRINCIPAL PLANNER (URBAN DESIGN)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class supervises, coordinates and participates in the preparation of detailed working drawings, plans, and specifications for a variety of public improvement projects including new sidewalks, park, playgrounds, seating areas and mini-plazas. This position requires that the incumbent have thorough knowledge in the operation of the Computer Aided Drafting Design (CADD) System to supervise and participate in urban design projects. Responsibilities also include supervising and participating in conducting preliminary physical site surveys to assess work and design concepts for proposed public improvements. This class is distinguished from the Associate Planner (Urban Design) by the complexity and scope of responsibilities and by the degree of supervisory responsibility. Supervision is exercised over lower level, professional and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises professional Planners and clerical staff in the Urban Design division to ensure effective workload and to evaluate employee progress and performance;

Supervises and/or participates in the preparation of schematic designs, preliminary concept drawings, and landscape plans for proposed public improvement projects, including but not limited, to plazas, playgrounds, sidewalks and parks;

Trains and supervises subordinate Planners in the uses of the Computer Aided Drafting Design System, ensuring compliance to established guidelines and procedures;

Attends meetings with local officials to explain and discuss proposed projects; works with officials to determine short and long term planning needs;

Supervises and/or participates in conducting field audits and site reviews to determine the type of public improvements necessary for community development projects; ensures that recommendations are made in a timely fashion;

Attends public meetings to explain proposed landscape and public improvement projects;

Attends and/or conducts division meetings to evaluate scope of new projects and determine lines of responsibility among Planners within Urban Design or other divisions within the department;

Participates in the annual review of community development applications for public improvement projects;

Works with landscape architects and consultant retained by the department to coordinate projects duties and functional responsibilities.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the general principles and techniques used in County, municipal, regional and land use planning; thorough knowledge of the practices and techniques used in the formulation and conduct of planning and research studies; thorough knowledge of the principles, techniques and uses of Computer Aided Drafting Design Systems (CADD); thorough knowledge of architectural design theories and practices as applicable to parks, plazas, sidewalks and adjoining landscape areas; good knowledge of the basic elements and factors involved in the renovation and construction of public improvement projects; ability to analyze and interpret physical planning data; ability to apply technical skill in analyzing and preparing physical and site planning data; ability to identify specific factors and conditions of proposed and/or existing public improvement projects to evaluate and analyze conditions affecting their existence; ability to prepare rough designs and maps concerning a proposed public improvement; ability to estimate and compute costs of a particular project; ability to follow complex or and written instructions; accuracy; initiative; resourcefulness; dependability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) Bachelor's Degree* in Urban Design, Landscape Architecture or Architecture and five years of experience in the use of a Computer Aided Drafting Design system, three years of which must have been in a supervisory capacity; or (b) Master's Degree* in one of the fields listed in (a) and three years of the specified experience, two years of which must have been in a supervisory capacity; or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

SUBSTITUTIONS: A five year Bachelor's Degree in Landscape Architecture or Architecture may be substituted for one year of the required experience, exclusive of the supervisory experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.