

Approved 8/18/2005

PLANNING ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for assisting in the preparation and conduct of physical planning studies and assisting in the administration and implementation of Federal and State funded community development projects. The incumbent is responsible for performing a variety of basic research activities associated with planning projects. An employee in the class assists professional planning staff by gathering and analyzing data and writing and preparing reports. Supervision over subordinate workers is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the formulation of physical planning studies relative to existing and potential land use, zoning, housing and various other demographic characteristics;

Assists in the implementation and administration of Federal and State funded planning programs;

Assists in or conducts field and site studies and prepares reports based on findings;

Completes various research assignments relative to community planning projects;

Collects and organizes data for the preparation of City programs, policies, technical reports and studies;

Analyzes data, prepares tabulation and charts and drafts reports;

Assists in the preparation of applications for funding from State and Federal programs;

Completes various components of planning projects;

Attends neighborhood, community development, housing and economic development meetings to offer staff assistance and coordination.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the general principles and techniques used in municipal and regional planning;

Working knowledge of planning practices and procedures applied in land use development;

Ability to prepare sketches, designs and maps from field studies or office materials;

Ability to analyze and organize data and prepare records and reports;

Ability to communicate effectively both orally and in writing;

Ability to operate a personal computer and utilize common office software programs;

Ability to establish and maintain effective working relationships with others;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in planning, urban geography, landscape architecture, environmental studies, government, business administration, public administration or a related field; OR
- (b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in the same fields of study as listed in (a) above and two (2) years of experience in municipal, community or regional planning.