

Jurisdiction: City of Auburn
Class: Competitive

PLANNING ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS:

The work involves assisting in the preparation and conduct of planning studies, and assisting in the administration and implementation of local, Federal and State funded projects. The position is responsible for performing a variety of basic research activities associated with planning, community development and capital projects. The work also involved a variety of clerical and administrative office duties, as well as attending evening City Board meetings and recording meeting minutes. Supervision is not a responsibility of this position. Related work is also required.

TYPICAL WORK ACTIVITIES:

- Assists in the formulation of physical planning studies relative to existing and potential land use, zoning, housing and historic structures;
- Assists in the implementation and administration of Federal and State funded planning and capital 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, organizes and analyzes data for the preparation of City programs, policies, technical reports and studies;
- Assists in the preparation of applications for funding from State and Federal programs;
- Completes various components of planning projects;
- Attends neighborhood, community development, housing, business development and capital project meetings to offer staff assistance and coordination.
- Attends and records meeting minutes for various City board meetings;
- Responsible for performing various clerical and administrative duties in an office setting;
- Must demonstrate proficiency in computer skills, word processing, web-based and social media applications.

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;
- Working knowledge of general principles and techniques used in grants management and project management;
- 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 in planning, urban geography, landscape architecture, environmental studies, government, business administration, public administration, liberal arts or a related field and two (2) years of experience in municipal, community or regional planning, or the related fields listed above.
- c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

Approved 8/18/2005

Revised CSC mtg 12/13/2017