

Jurisdictional Class: Competitive
Adopted: November 24, 1986
Revised: June 11, 2010

PLANNING ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving responsibility for performing office and limited field assignments in connection with municipal, regional, or community planning. The work is performed under general supervision of the Director of Planning in the county or higher ranking official in towns and villages. While supervision of others is not a regular function of this position, the incumbent may assist in the supervision of student interns. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the collection and tabulation of data regarding traffic, parking, capital improvements, census statistics, and other sociological, economic, and environmental factors related to municipal, regional, or community planning;

May design and/or draft logos, letterhead, and other graphic aides for use by county and/or municipal departments;

Answers telephone and provides routine information;

Performs a variety of clerical duties including but not limited to filing, record keeping, payroll, and accounts payable and receivable;

Receives, analyzes, and assigns priority to requests for information from the county and/or municipal government, banks, assessors, and the general public;

Positions in county service assist in the administration of the county public transportation system including but not limited to preparation of grant applications, quarterly payment requests, development and implementation of the state required safety plan, preparation of annual budget, development and distribution of routes and schedules, preparation of reports for local, state, and federal governments;

Assists in the preparation of materials for monthly meetings with the Planning Board and the Legislative Committee for Planning and other Committees related to planning;

May attend conferences, seminars, and training sessions and serve on boards;

Assists in the preparation of grant applications;

Assists in marketing and advertising campaigns;

Assists with special projects as directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of the principles, practices, and terminology of municipal, regional, and community planning;

Working knowledge of business arithmetic and English;

Ability to collect, tabulate and collate statistical data;

Ability to follow oral and written instructions;

Ability to communicate effectively with others;

Creativity.

Planning Assistant

MINIMUM QUALIFICATIONS: Either:

- (a) Completion of a minimum of sixty (60) credit hours at a regionally accredited or New York State registered college or university with a minimum of eighteen (18) credit hours in one or more of the following: mathematics, statistics, economics, sociology, environmental studies, planning, or closely related field; or
- (b) Graduation from high school or possession of a high school equivalency and two (2) years of full-time experience or its part-time equivalent in planning, graphic arts, architecture, engineering, or a closely related field; or
- (c) An equivalent combination of training and/or experience as defined by the limits of (a) and (b) above.