

ASSISTANT PLANNER (PLANNING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class assists in the preparation and conduct of physical planning studies and participates in the implementation of community development projects. Incumbents may be assigned to various units within the Planning Department. This is an entry-level professional position during which time an incumbent gains experience. Subsequent to satisfactory completion of one year of service, an incumbent is eligible for promotion to the Planner level. Supervision is not responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the formulation of physical planning studies relating to existing and potential land use, zoning, population distribution, housing, traffic, and demographic characteristics of Westchester County and its municipalities;

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

Researches field data, site studies and relevant literature to aid in the preparation of reports regarding proposed changes in local zoning, subdivision and related regulatory requirements, proposed construction programs, and other proposals which may affect the County's general development or specific assets;

Receives and responds to requests from County staff and officials, local officials and the private sector for information related to area of assignment; routes more complex requests to supervisor for direction or resolution;

Prepares sketches, site designs, and maps from field study data and reference materials and geographic information systems;

Researches, collects and analyzes data for the preparation of reports concerning environmental issues relating to the physical development of the County;

Confers with local officials and agencies concerning planning projects and long-range planning objectives;

Keeps abreast of current trends in the field and review relevant literature, documents and basic texts for purposes of referrals;

Participates in staff meetings for the purposes of work review, planning of projects and to keep abreast of departmental operations;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software;

May perform other incidental tasks, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of the general principles and techniques used in county, municipal and regional physical planning; knowledge of zoning and subdivision principles and practices; knowledge of planning practices and procedures applied in land use development; ability to prepare sketches, designs and maps from field studies or office materials; familiarity with of census or other demographic data bases and related applications; ability to express oneself effectively, both orally and in writing; ability to use Geographic Information Systems (GIS) and related computer applications; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; imagination; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* and two years of experience (pre or post-Bachelor's Degree*) where the primary function of the position was physical planning**; or (b) a Bachelor's Degree* in City, Urban or Regional Planning, Landscape Architecture, Architecture or Civil Engineering or a related area of Planning and one year of experience as defined in (a); or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

SUBSTITUTIONS: Satisfactory completion of a Master's Degree* in City, Urban or Regional Planning may be substituted for two years of the specified experience. Satisfactory completion of 30 credits* towards a Master's Degree in Landscape Architecture, Architecture, Civil Engineering or a related area of Planning may be substituted on a year for year basis for up to two years of the specified experience. A five-year Bachelor's Degree* in Landscape Architecture may be substituted for one year of the specified experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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

****DEFINITION:** Physical planning is defined as the reading and writing of zoning ordinances text and translating that information into how to design the use of a piece of land to meet the requirements set forth in the text. As such, work would include the review of site plans and construction plans to envision the project.

West. Co.
J.C.: Competitive
DRC3

Job Class Code: C0133
Job Group: VIII

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