

ASSISTANT PLANNER (URBAN DESIGN)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position collects data concerning site maps, dimensions of area involved, site features, density of traffic and/or pedestrian traffic, etc., to aid in the design and implementation of public improvement and urban landscape projects. Responsibilities also involve using a Computer Aided Drafting Design System in the performance of projects. 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 a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in or conducts field studies and site survey audits to compile pertinent data such as site features, site maps, dimension of area and density of automotive and/or pedestrian traffic to assist in the design of public improvements such as parks, parklets, landscaping, sidewalks, planters, benches, street designs, etc.;

Researches information for use in studies concerning existing land use, traffic circulation systems, site information (trees, rocks, water features, slope, access, etc.);

Assists in analyzing conditions of neighborhoods and commercial downtown areas as they relate to identification of development parcels, parking regulations, street and sidewalk conditions, etc.;

Uses the Computer Aided Design System to prepare rough drafts of designs of public improvements such as parks, plazas and sidewalks including cost estimates for same;

Maintains drawings, files and research data records;

Attends public meetings to assist in explaining the attributes of a proposed public improvement;

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 automate systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Knowledge of the principles and techniques of Computer Aided Design Systems; knowledge of landscape architectural design theory and practices as applicable to parks, plazas, sidewalks and adjoining landscape areas; knowledge of the basic elements of such public improvements and factors involved in renovating or construction of same; ability to identify the factors involved in a particular proposed public improvement and to gather pertinent data as to conditions affecting its existence; ability to prepare rough designs and maps concerning a proposed public improvement; ability to estimate costs of a particular project; ability to

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd.)

follow complex oral and written instructions; 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 data base software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; accuracy; reliability; resourcefulness; 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 in the use of Computer Aided Drafting Design Systems (CADD) in a planning environment; or (b) a Bachelor's Degree* in Urban Design, Landscape Architecture, Civil Engineering or Environmental Planning and Design 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 Urban Design, Landscape Architecture, Civil Engineering or Environmental Planning and Design may substituted at the rate of 30 credits* per year of experience for up to two years of the specified experience. Satisfactory completion of 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.