

## PLANNER TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class participates in a training program, participating in the preparation of detailed departmental reports and planning studies which may include statistical research and analysis, physical plans, design plans and physical and/or environmental analyses of same. This work-training program is for a period not to exceed one year. Subsequent to satisfactory completion of one year of service, incumbents are eligible for promotion to the Assistant Planner level. Supervision is not a responsibility of this class; does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Collects, analyzes and tabulates socio-economic statistical data;

Attends staff meetings and training seminars to review current work and receive instruction;

Inputs job related data on an automated computer system;

Prepares technical studies relating to such subjects as traffic volume, elderly and handicapped transportation needs, land use, air quality, passenger surveys, and contract compliance;

Participates in short and long range studies geared to County planning needs in such areas as transit, rail, highways, and airports and prepares reports and graphic materials in conjunction with same;

Attends meetings and conferences related to area of assignment.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Familiarity with statistical research and data analysis; familiarity with the principles and practices of public administration; ability to conduct field investigations; ability to organize and conduct research and planning studies; ability to interpret visual data from maps and charts; ability to reason logically; ability to express oneself effectively both orally and in writing; ability to work with others; resourcefulness; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a college or university with a Bachelor's Degree\*.

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

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York.