

## ASSISTANT PLANNER (PLANNING)

GENERAL STATEMENT OF DUTIES: Under direct supervision, makes specific physical planning studies; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of the Director of Planning or other higher level employee, an employee on this class prepares detailed plans and designs for the municipality. This is the entry-level position in the planning series. Supervision is not normally a function of this position.

### EXAMPLES OF WORK: (Illustrative Only)

Prepares sketches, designs, maps, and reports in making studies of land use, population distribution, transportation, housing, recreation, detailed area and site plans, etc., related to the comprehensive or master plans for the municipality or to local planning problems;

Assists with or makes field surveys and inspections of the actual area and improvements involved in a particular planning study;

Makes technical site plan and subdivision reviews and physical, social and economic studies when necessary;

Confers with local planning and zoning officials, as assigned, concerning the details of local plan development;

Attends staff meetings to review current work and to receive general orientation and instruction;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Provides continuous contact between the local Planning Board and applicants for Board action;

May use CAD and GIS and related software packages in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the general principles used in municipal planning; familiarity with the techniques used in municipal planning; familiarity with zoning and subdivision principles and practices; familiarity with planning standards in land use development; ability to prepare sketches, designs, and maps from field studies or office materials; ability to express oneself effectively, both orally and in writing; ability to effectively use various computer software applications; imagination; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) graduation from a recognized college with a Bachelor's Degree\* Degree in City, Urban or Regional Planning, Engineering (Civil, Environmental, Traffic or similar), Architecture, Landscape Architecture, Geography or allied field; or (b) graduation from a recognized college or university with a Bachelor's Degree and one year of experience in planning, architecture, engineering, drafting or allied area; or (c) completion of two (2) years of study at a recognized college including 12 credits in one of the fields stated in (a) and two (2) years of experience in planning, architecture, engineering, drafting, or allied area; or (d) graduation from a Master's Program\* in a field stated in (a); or (e) a satisfactory equivalent combination of the foregoing training and experience.

\*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.

Towns, Villages  
Cities of Rye & Peekskill  
J.C.: Competitive  
1d

Job Class Code: 0406