

PLANNING ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is technical work performed in the office as well as in the field. Responsibilities include transportation and mobility management duties, as well as assisting with general municipal and community planning. Work is performed under general supervision of the Commissioner or Deputy Commissioner of Planning, Development, and Public Transportation, or other higher level planning staff. Supervision of others is not a function of this position. Performs 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 county and/or community planning;
- Assists in administration of 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, development, maintenance, updating and distribution of routes and schedules, and preparation of reports for local, state, and federal governments;
- Assists in county-wide mobility management coordination, including public outreach and travel training, distribution of maps, schedules and related travel information, maintaining database of public and alternative travel within and outside of the county, conducting surveys and statistical analyses of ridership, demographics, and other key indicators;
- Assists in coordination of veterans transportation, including pick up/drop off scheduling, overseeing volunteer drivers, coordinating with Office for Senior Resources and Veterans Office, and collecting/maintaining data about veteran ridership;
- Assists in the preparation of materials and reports for monthly meetings with the Planning Board and the Legislative Committee for Planning and other Committees related to planning;
- Assists with design and/or drafting of logos, letterhead, brochures, maps and other graphics, both online and in print, for use by county and/or county departments;
- Assists in marketing and advertising campaigns, and with special projects as needed;
- Answers telephone and provides routine information;
- Performs a variety of related clerical duties including but not limited to filing, record keeping, and accounts payable and receivable;

PLANNING ASSISTANT (cont'd)

Assists with receiving requests for information from the county and/or other government offices, banks, assessors, and the general public, and assists with providing information; May attend conferences, seminars, and training sessions and serve on boards; Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

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 conduct tasks independently; ability to follow oral and written instructions; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective professional working relationships; creativity; tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's degree with a minimum of eighteen (18) credit hours in one or more of the following: mathematics, statistics, economics, sociology, geography, environmental studies, planning, or a related field; or
- b) Associate's degree or completion of sixty (60) college credit hours with a minimum of eighteen (18) credit hours in one or more of the following: mathematics, statistics, economics, sociology, geography, environmental studies, planning, or a related field and two (2) years of office experience involving database maintenance, maintaining financial accounts or related work; or
- c) Graduation from high school or possession of a comparable diploma and four (4) years of office experience involving database maintenance, maintaining financial accounts or related work; or
- d) An equivalent combination of experience and training as described in a), b) and c) above.

PLEASE 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.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for the required experience indicated above on the basis of thirty (30) college credits per year of experience.