

ASSISTANT PLANNER (RESEARCH)

GENERAL STATEMENT OF DUTIES: Under direct supervision, compiles, tabulates and analyzes statistical research data used for long and short range planning projects and 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 incumbent of this class prepares reports, maps and memoranda pertaining to planning studies and presents data through analysis, charts, graphs, etc. This is an entry-level position in the planning series. Supervision is not normally a function of this position.

EXAMPLES OF WORK: (Illustrative Only)

Compiles, analyzes and tabulates data from available statistical materials or from surveys conducted pertaining to land use, population, industry, schools, etc;

Researches and analyzes data concerned with the environment, wetlands, zoning codes and compliance to state and local restrictions;

Performs special studies and prepares reports and/or maps to assist Director in making recommendations; performs the preliminary investigation of information and data for the department;

Receives and responds to requests from local officials and staff, county personnel and the private sector for information regarding permits, zoning codes, etc. or the interpretation thereof;

Works with the Department of Transportation, Health Department and, State and County departments to review restrictions under the State Environmental Qualification Review Act and to ensure compliance;

Organizes and prepares graphic and written materials and other presentations for departmental use;

Maintains the database for capital projects to track progress through planning process;

Attends meetings and conferences as required;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the general principals and techniques used in the conduct of municipal planning research; knowledge of federal, state and local laws effecting planning policies in area of assignment; knowledge of statistical research methods and the application of same to planning activities; familiarity with zoning and subdivision principals and practices; ability to conduct research studies and projects; ability to interpret visual and statistical data from maps, surveys and charts; ability to present clear and concise reports; ability to communicate effectively, both orally and in writing; ability to use automated systems equipment; tact; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINNING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency and either: (a) graduation from a recognized college or university with a Bachelor's Degree in City, Regional or Natural Resource Planning, Public Administration, Architecture or related area of Planning or Research; or (b) graduation from a recognized college or university and one year of experience in planning, statistical research, drafting or allied area; or (c) graduation from a Master's Program in a field stated in (a); or (d) 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.

SPECIAL NOTE: **Only experience gained after attaining the minimum educational level indicated in the minimum qualification will be considered in evaluating experience.**