

PLANNING ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is technical professional work of a complex nature which involves a responsibility for serving and assisting the Planning Board and Ad Hoc Committee in ensuring compliance with zoning ordinances, town law, subdivision and site plan regulations. The incumbent in this position is responsible for the day-to-day activities of the office which includes responding to telephone and written inquiries, acting as liaison with other Town and county agencies, compiling and preparing data for proposed zoning ordinance amendments, etc. The work is performed under the general supervision of the Chairman of the Planning Board and/or Town Supervisor, and supervision is exercised over a small number of clerical employees. Evening work is required. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews subdivision and site plan maps for compliance with zoning ordinances, town law, subdivision and site plan regulations;
Provides technical assistance to engineers, architects and attorneys in the process of subdivision and site plan review;
Writes correspondence for Chairman's signature including detailed summaries and background information for upcoming meetings for distribution to all parties involved;
Prepares packets for Planning Board and Ad Hoc Committee meetings including subdivision or site plans, narrative, pertinent correspondence (from neighbors, outside agencies, etc.) etc.;
Mails packets, receives reports and recommendations and prepares a summary of same for all items on Planning Board agendas and prepares resolutions for board action;
Prepares agendas and gets packets ready for Planning Board and Ad Hoc Committee;
Prepares legal notices for public hearings, sends them out for timely publication and sends copies of same to interested and/or involved parties;
Attends board meetings, takes minutes, types minutes and distributes them to all agencies, members, applicants, Town Clerk and other involved parties;
Responds to telephone and written inquiries, and explains Planning Board policy and changes in zoning and zoning amendments as needed;
Drafts revisions of subdivision and state plan regulations;
Prepares data for proposed zoning ordinance amendments and researches and compiles data as needed;
Acts as liaison with other Town and County agencies as well as with community and civic organizations and provides information to them as requested;
Prepares and maintains budget accounts;
Supervises clerical staff by assigning and reviewing work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of local laws, regulations, principles and procedures of local boards and commissions involved in planning, zoning and/or building use; working knowledge of budgetary practices in a public agency; ability to interpret a variety of written materials, including technical reports in the area of planning, zoning and/or building administration; ability to prepare written communications and reports; ability to read maps; ability to establish and maintain effective working relationships; ability to supervise the work of others.

(over)

MINIMUM QUALIFICATIONS: Possession of a Bachelor's degree and either:

- a) Three (3) years of technical or administrative work experience which involved the understanding and application of laws and ordinances of land and building use as a major function of the work;
or
- b) Two (2) years of technical or administrative experience in municipal, economic or social planning.

NOTES:

1. Additional years of the experience described in (a) above may be substituted for college on the basis of one (1) year of experience for two (2) years of college.
2. Graduation from college which included or was supplemented by twenty-four (24) credit hours in physical planning, building or civil engineering, geography or a field related to the above may be substituted for two (2) years of the required experience in (a) or (b) above.

PROMOTION: Two (2) years of permanent competitive class status as an Administrative Aide (Planning).

R.C.D.P. (11.01.2000) 10.08.2015 - Job specification may be subject to further revision
Competitive

12.27.2024 New York State Civil Service approved Non-competitive title in the NY HELPS Program.