

PLANNING AIDE

Code No.: 4-13-007
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is entry-level professional work responsible for drafting plans, charts and graphs from research material collected in connection with county planning utilizing Geographic Information Systems (GIS) software. Supervision is not a responsibility of this class. The employee reports directly to, and works under the direct supervision of, a higher-level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Plots and drafts assessment and other property maps from regular and serial survey data, recorded deeds and other information utilizing GIS software;

Revises old maps according to changed property lines, roads and other developments;

Drafts and traces maps and charts of prospective plans laid out by the planning staff;

Performs other plotting and drafting duties as assigned;

Assists in the collection of physical and economic data by means of research and/or field survey.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of planning and engineering terminology and procedures; working knowledge of the techniques of graphic illustration; working knowledge of GIS hardware and software technology; ability to interpret statistical data and to plot data in map, chart or graph form; physical condition commensurate to the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, PLUS completion of a high school course in mathematics AND mechanical drafting OR higher-level technical or college-level training with at least one course in mathematics, drafting, planning, computer science, or engineering.

SPECIAL REQUIREMENTS:

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: January 8, 2004

REVISED: March 4, 2004