

PLANNING ASSISTANT

Code No. 3-13-033
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for assisting in the administration of planning and zoning ordinances and other laws as they relate to a Town. The work involves providing information to contractors, developers and the general public, and assisting in the approval process for permits and site plans. Work involves fieldwork to inspect properties for compliance, and may involve working some evenings to attend Board meetings. General supervision may be exercised over a clerical staff. The employee reports directly to and works under general supervision of a Senior Planner or other senior 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.)

Assists applicants for site plan approvals, re-zoning, land subdivision, variances and special use permits to ensure proper completion of forms and documents;

Assists in the approval process of additions or new structures to make sure applicants follow Town zoning ordinances;

Explains local planning and zoning ordinances and other laws to contractors, developers and the general public;

Processes applications and coordinates legal notices, applicant notices, agendas and minutes for Board meetings;

Assists in the review of subdivisions and site plans for new projects to ensure all documents and conditions are met;

Attends Planning and Zoning Board meetings;

During supervisor's absences, answers planning and zoning questions that may arise;

Conducts field inspections of properties and assists in the preparation of related reports;

Assists in the supervision of clerical staff;

Guides staff in prosecuting violations of zoning ordinances;

Assists supervisor in developing the annual report and departmental budget.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of planning and zoning ordinances and related laws as they relate to a Town; working knowledge of the needs and goals of the community as they relate to planning and zoning; working knowledge of office procedures and practices; ability to explain ordinances and laws to those unfamiliar with planning and zoning terms; ability to assist applicants to obtain proper permits; ability to prepare clear and concise reports and correspondence; ability to process applications, and coordinate related material; ability to conduct site inspections; ability to establish and maintain effective professional working relationships; ability to work with the public; thoroughness; initiative; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus, EITHER:

- (A) Three (3) years paid full-time or its part-time equivalent experience in professional* planning and zoning activities; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree (or completion of 60 semester credit hours); plus one (1) year experience** as defined in (A); OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

*Professional experience does not include secretarial or clerical experience.

**One (1) year of the experience in (B) above may be substituted with a Bachelor's degree in Urban Planning, Landscape Architecture, Environmental Design, Regional Planning or closely related field.

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.

ADOPTED: November 1, 1990

REVISED: July 7, 2005