

**Posted: October 7, 2020**  
**Dept: Planning**  
**Grade 11, Step 1**  
**Salary: \$62,130.00**  
**Respond to: Town of Yorktown**  
**Human Resources Dept**  
**By: October 19, 2020**

## **ASSISTANT PLANNER (PLANNING)**

### **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 detailed plans, maps, and designs for the municipality and makes specific physical planning studies as directed. This is the entry-level position in the planning series.  
Supervision is not normally a function of this position. Does related work as required.

### **EXAMPLES OF WORK:** (Illustrative Only)

Prepares sketches, designs, maps, and reports for use in making studies of land use, population distribution, transportation, housing, recreation, detailed area and site plans, etc. from field study data and reference materials related to the comprehensive or master plans for the municipality or to local planning problems and issues;  
Assists with or makes field surveys and inspections of the actual area and improvements involved in a particular planning study;  
Assists with technical analyses, internal and regional impact studies, and SEQRA reviews;  
Makes technical site plan and subdivision reviews and physical, social and economic studies when necessary;  
May develop, update and maintain municipal maps in a Geographic Information System for use by various departments;  
May prepare GIS reports and analysis for various engineering and planning projects, and/or municipal assessment maps;  
Confers with local planning and zoning officials, as assigned, concerning the details of local plan development;  
Attends staff meetings to review current work and to receive general orientation and instruction;  
Uses computer applications such as spreadsheets, word processing, calendar, e-mail, database software, CAD (Computer Assisted Design) and GIS (Geographic Information System) in performing work assignments;  
May provide continuous contact between the local Planning Board and applicants for Board action.

### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Good knowledge of the general principles used in municipal planning; working knowledge of the techniques used in municipal planning; working knowledge of zoning and subdivision principles and practices; working knowledge of planning standards in land use development; ability to prepare sketches, designs, and maps from field studies or office materials; ability to communicate effectively, both orally and in writing; ability to read, write, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use various computer applications such as spreadsheets, word processing,

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES (cont'd):**

calendar, e-mail, database software, CAD and GIS; initiative; imagination; tact; good judgment; physical condition commensurate with the duties of the position.

**MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:**

Either: (a) Bachelor's Degree\* and one (1) year of experience in which the primary function of the position was urban or regional planning, architecture, engineering, or a related field; or (b) Bachelor's Degree\* in City, Urban, or Regional Planning, Engineering (Civil, Environmental, Traffic or similar), Architecture, Landscape Architecture, Geography or a related field.

**NOTE:**

Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

**\*SPECIAL NOTE:**

Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

**Send, fax or e:mail resume to Town of Yorktown, Attn: Human Resources, 363 Underhill Avenue, Yorktown Heights, NY 10598, FAX (914) 962-0326 or e:mail [mqspurning@yorktownny.org](mailto:mqspurning@yorktownny.org). Equal Opportunity Employer.**

Towns, Villages  
Cities of Rye & Peekskill  
J.C.: Competitive  
FAA9  
1d

Job Class Code: 0406