

ORANGE COUNTY CLASS SPECIFICATION

TITLE: PLANNING ASSISTANT **GRADE:** 09

TITLE ABBREVIATION: PLANNING ASST **TITLE NO.:** 6502

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** AS **FLSA CODE:** NE (2)

DEPARTMENT: PLANNING **DIVISION:**

SUPERVISOR'S TITLE: PLANNER OR SENIOR PLANNER or SENIOR PLANNING ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves provision of specialized administrative clerical support to the Transit Division and provides similar support within the Planning Department generally. The incumbent gathers data, maintains records and completes detailed contracts, applications and related paperwork for submission to Federal, State and local municipal agencies and vendors/consultants to facilitate the operation of the Planning Departments activities. Work is performed under the general supervision of the Planner or Senior Planner assigned to a particular Division in accordance with established policies and procedures and with latitude to exercise independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Collects and maintains data, assists in the development of databases for use in the production of reports, applications for grants, management of procurement and contracting or other activities, and for other uses;
2. Prepares or assists in the preparation of Federal, State, and other capital and operating assistance applications;
3. Prepares and/or assists in the preparation of bid documents, contracts, and related forms and paperwork for purchase and/or lease of equipment, supplies and related acquisitions;
4. Maintains detailed inventory of County-owned equipment;
5. Maintains division records, including those for presentation in periodic federal or state agency audits and reviews;
6. Gathers and maintains current data or information from online or other sources in support of various Department publications and websites including, but not limited to, the Demographic Report, County Transit Guide, Transit Orange website, and transit information racks;

7. Communicates as directed with technical staff of federal, state, county and municipal agencies as well as vendors, consultants, providers and equipment manufacturers in carrying out assigned projects;
8. Responds as directed to public, municipal and county agency requests for information.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of current methods for collecting, analyzing and interpreting data; good knowledge of basic research methods and techniques; mathematical skill; ability to understand complex oral and written directions; ability to organize assignments and set priorities; ability to use personal computer and related software; ability to organize data and present results effectively both orally and in writing; ability to establish and maintain effective working relationships; initiative; resourcefulness; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Bachelor's Degree in Planning or Environmental Studies, Policy or Public Administration, Public Policy or Political Science or Management or Urban Studies or related field; OR
- (B) Completion of 60 college credit hours and one (1) year of full-time office clerical work experience which shall have included data gathering and preparation of detailed reports; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid work experience as defined in (A) above; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A) and (B) and (C) above.

Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.