## ORANGE COUNTY CLASS SPECIFICATION

TITLE: PLANNING ASS	ISTANT	<b>GRADE:</b> 09
TITLE ABBREVIATION:	PLANNING ASST	E NO.: 6502
JURIS.CL: <u>C</u> SALARY	CODE: 01 UNIT: EEO CODE: AS	FLSA CODE: NE(2)
DEPARTMENT: PLANNING	DIVISION:	

SUPERVISOR'S TITLE: PLANNER

**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 to facilitate the operation of the county's transit activities. Work is performed under the general supervision of the Senior Planner assigned to the Transit Division in accordance with established policies and procedures and with latitude to exercise independent judgment in carrying out the details of the work. Oversight may be exercised over the work of subordinate staff. Does related work as required.

## TYPICAL WORK ACTIVITIES:

- Collects data and develops databases for use in the production of reports, applications for grants, requests for proposals, and other uses;
- 2. Prepares Federal, State, and other capital and operating assistance applications;
- Prepares and/or assists in the preparation of bid documents, contracts, and related forms and paperwork for purchase and/or lease of transit equipment, supplies and related acquisitions;
- 4. Maintains detailed inventory of County-owned transit equipment;
- 5. Maintains transit division records, including those for presentation in periodic FTA and NYSDOT reviews;
- 6. Gathers and maintains current information in support of the County Transit Guide, Transit Orange website, and transit information racks;

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- 7. Communicates with technical staff of federal, state, county and municipal agencies as well as transit providers and equipment manufacturers in carrying out assigned projects;
- 8. Responds to public, municipal and county agency requests for transit 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) Completion of 60 credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and one (1) year of full time office clerical work experience which shall have included data gathering and preparation of detailed reports; OR
- (B) 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
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

REVISED: 4/5/16 AT