

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** SENIOR PLANNING ASSISTANT **GRADE:** 11  
**TITLE ABBREVIATION:** SR PLANNING ASST **TITLE NO.:** 567170  
**JURIS.CL:** C **SALARY CODE:** 01 **UNIT:**     **EEO CODE:** AS **FLSA CODE:** NE  
**DEPARTMENT:** PLANNING **DIVISION:** VARIOUS  
**SUPERVISOR'S TITLE:** SENIOR PLANNER, PLANNER

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for serving as the lead worker in the delivery of administrative and grant support in Divisions within the Planning Department. This class differs from Planning Assistant by virtue of emphasis on grant work related to application, tracking of expenditures and applying for grant reimbursement. The incumbent is responsible for the completion of Federal and State grant reporting. Work is performed under the general supervision of the Senior Planner assigned to the 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:**

Writes and submits federal and state grant applications, compiles data and monitors expenditures; processes documents and reviews paperwork for completeness;

Prepares and submits status or milestone reports related to federal and state grants in accordance with federal and state regulations;

Compiles statistical and accounting data from Department staff, contracted parties, municipalities or others;

Calculates the reimbursement and/or disbursement of grant assistance funds in accordance with Federal and State regulations;

Reviews federal and state grant applications, agreements, and accounting documents to ensure accurate budget information, conformity with grant conditions, and proper utilization of Federal and State funds;

Prepares drawdowns and reimbursement requests for eligible disbursements of federal and state grant funds;

Compiles and prepares spreadsheets, correspondence, and reports using computer applications such as word processing, spreadsheets, e-mail or the internet; operates standard office equipment in carrying out details of assignments;

Establishes priorities and coordinates work activities to meet deadlines; provides assistance to staff in areas of the division's policies and procedures;

Maintains division records, including those for presentation in periodic federal and state agency reports;

Communicates with staff of federal, state, county and municipal agencies, boards and others, citizen groups, not-for-profits, contracted parties, and equipment manufacturers in carrying out assigned projects;

Responds to public, federal, state and local and other county agency requests for information.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of applicable federal and state program regulations; 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 college credit hours and three (3) years 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 five (5) 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.

**Note: 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.**