

### **Assistant Planner – Town of Hamburg**

Accepting applications for a full-time **Assistant Planner**, Civil Service position.

The work involves assisting in the preparation of studies, plans and drawings related to comprehensive county, urban or regional planning. The incumbent maintains data necessary for the development of planning projects. This class differs from that of Junior Planner by virtue of its expanded scope. Work is performed under the direct supervision of a higher-level planner with leeway for the exercise of independent judgment in carrying out assigned phases of the more comprehensive planning projects. Supervision is exercised over technical and clerical employees. Does related work as required. Salary \$58,000-\$64,000.

See **TownofHamburgNY.gov/personnel-department/** for qualifications and application or call (716)649-6111 ext. 2386 for questions. Must reside within Erie County.

**This is a provisional appointment until the Civil Service Exam is given.** You must score within the top 3 candidates of Erie County residents who take the exam, or within the top 3 candidates of the Town of Hamburg residents who take the exam if you live within the Town.

Submissions can be mailed, emailed or hand delivered to the Personnel Office:

Town of Hamburg-Personnel Department  
Attn: Tara Rinaldi, Director of Personnel  
6100 South Park Avenue  
Hamburg, NY 14075

(716) 649-6111 ext. 2386  
[Trinaldi@townofhamburgny.gov](mailto:Trinaldi@townofhamburgny.gov)

ASSISTANT PLANNER

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JG VIII  
MJE:RDS/a

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting in the preparation of studies, plans and drawings related to comprehensive county, urban or regional planning. The incumbent maintains data necessary for the development of planning projects. This class differs from that of Junior Planner by virtue of its expanded scope. work is performed under the direct supervision of a higher-level planner with leeway for the exercise of independent judgment in carrying out assigned phases of the more comprehensive planning projects. Supervision is exercised over technical and clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews planning and environmental aspects of Federal and State assisted projects;  
Conducts field surveys of existing land use, urban renewal conditions, traffic problems, zoning analysis and performs related field studies;  
Tabulates land use and other data; analyzes map data and drafts reports;  
Develops graphic presentation material as assigned;  
Attends local planning agency meetings to describe planning proposals;  
Performs research investigations including statistical analysis, library research and personal contact with other agencies;  
Develops planning data from interviews with agencies or persons involved in specific projects.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, objectives and techniques in the field of city, county, and regional planning; good knowledge of planning implementation systems; working knowledge of drafting principles, map reading and techniques involved in chart preparation; working knowledge of and ability to effectively use general planning analyses techniques; ability to express oneself clearly, both orally and in writing; ability to follow detailed oral and written instructions; ability to collect and display pertinent data required in planning projects; sound professional judgment; accuracy; initiative; resourcefulness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in urban, regional or municipal planning, or a Master's degree in geography including a minimum of 24 hours of courses directly relating to urban, regional or municipal planning; or:

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B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree majoring in urban or regional planning, public administration, environment studies, political science, sociology, municipal government, economics, geography, architecture or landscape architecture, or a Bachelor's degree including a minimum of thirty-two (32) semester hours of courses directly related to the above fields; supplemented by one (1) year of experience in city, county or regional planning; or:

C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in architectural drawing, landscape architecture or related field, supplemented by three (3) years of experience in city, county or regional planning; or:

D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C).

NOTE: Human services, social services, health services or engineering is not considered as qualifying experience in city, county or regional planning.

Public Administration pertains to the management of public affairs particularly executive functions involving the management of governmental or institutional affairs. Such functions include financial, personnel, purchasing and operations management.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements

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