

PLANNING AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of a variety of sub-professional duties connected with the gathering and compilation of data for planning projects. Under direct supervision, an employee in this class participates in statistical, sociological, graphical, economic and related field and community planning and zoning projects. An assignment may be done individually or as a member of a team working on a particular project. Supervision is received from a technical superior who makes all assignments, oversees all projects, and checks completed work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Participates in research studies on community planning and development projects; Prepares charts, graphs and maps and compiles data outlining the results of research done on particular surveys regarding population growth, economic trends, business activities, residential developments, recreational and related projects;
Does preliminary work on maps and plans, laying out contours and graphical compilations from geological, traffic pattern and related maps;
Makes continuous revisions of existing rough drawings, charts and graphs as planning patterns change;
Maintains files of existing maps, plans, charts and materials related to particular planning projects from inception to completion.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Some knowledge of the standard principles, practices, methods and techniques of community planning and zoning; some knowledge of statistical concepts and methods; some knowledge of the methods and instruments used in mechanical drawing and illustration; ability to perform field and office surveys; ability to analyze factual data and prepare graphs, diagrams, maps and reports from collected data; ability to establish and maintain good working relationships with co-workers and the general public; ability to express oneself clearly and concisely both orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATION:Open Competitive

Graduation from an accredited college or university with a Bachelor's Degree.