

CITY OF CANANDAIGUA VACANCY -

Appointment will be made on a Provisional basis, with Permanent appointment following successful qualification in the Civil Service Examination, which will be scheduled at a later date.

SENIOR PLANNING AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving drafting of planning maps, graphs, charts, and visual displays. This position requires gathering of statistics and knowledge of cartography as well as computerized mapping. Work is performed under general supervision. General supervision may be exercised over Planning Aide. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Creates development of data base for computerized mapping including, but not limited to, digitizing, data input, data manipulations, data backup, storage, and maintains up-to-date information; for E9-1-1, DDS Policy development regarding transportation, municipal master plan, zoning and subdivision ordinance development and enforcement, public transportation, affordable housing, etc.;

Drafts basic planning maps, including topography, land use, drainage, highways, soils maps and site plans and designs;

Produces customized computer maps and summary statistics in digital and hard copy;

Coordinates and manages various mapping projects involving departments, agencies and municipalities;

Works with planners, consultants, elected officials, developers, various departments, and general public; determines design and layout of projects;

Coordinates and administers scheduling of workload on GIS system;

Recommends changes and improvements to systems/network to Director;

Assists in collecting data for the preparation of phases of the planning programs including land use, zoning, streets, highways, parks, recreation, development projects, special projects, flood control studies and similar activities;

Prepares base maps, property boundary maps;

Prepares line drawings, charts, designs and layouts to scale;

Evaluates aerial photos;

Participates in field studies;

Organizes statistical visual aids necessary to preparation of planning studies;

Collects and prepares social statistical data;

Prepares publishable drafting work (camera ready copy);

Assists Code Enforcement Officer by providing various services including but not limited to reviewing plans and the inspection of buildings and construction projects.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of computerized drafting and drawing techniques, materials and equipment; ability to learn and understand new software; ability to execute drafting presentations of geographical and statistical material; ability to collect, tabulate and visually display statistical data; ability to make field surveys; initiative; ability to work independently; good judgment; tact; dependability; physical condition commensurate with the demands of the position.

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Either:

1. Associate Degree from a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices with a major in

environmental studies, engineering, architectural technology, urban studies or closely related field AND two (2) years of full-time paid experience, or its part-time equivalent, in drafting, computer aided design and/or mapping which must have included use of geographic information systems OR sub-professional experience in engineering or regional, community or municipal planning; OR

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SENIOR PLANNING AIDE

MINIMUM QUALIFICATIONS: (Continued)

2. Graduation from high school or possession of a high school equivalency diploma AND four (4) years of experience as outlined in (1) above; OR
3. An equivalent combination of training and experience as defined by the limits of both (1) and (2) above.

SUBSTITUTION: Additional college study in one of the fields listed in (1) can be substituted on a year-for-year basis for the required qualifying experience.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certain assignments made to employees in this class will require access to transportation to meet field work assignments made in the ordinary course of business in a timely and efficient manner.

SPECIAL REQUIREMENT FOR PERMANENT APPOINTMENT: Possession of certification as New York State Code Enforcement Officer and maintenance of certification throughout the tenure of employment.

REVISED: 10/20/11, 3/11/21

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

Definition of sub-professional: Functioning or qualified to function below the professional level but distinctly above the clerical or labor level and usually under the supervision of a professionally trained person.