

PLANNING AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Oneida County Planning Department. This is sub-professional work relating to various phases of community and regional planning. The work involves occasional contact with the general public, municipal officials and employees, and necessitates accuracy and the utilization of some confidential data. The work is performed under close supervision of an assigned higher-ranking employee of the Planning Department. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Drafts, basic planning maps, including typography, drainage, highways and soil maps;
Assists in collecting data for the preparation of phases of the County Planning Program, including land use and zoning, streets and highways, parks and recreation, watershed and natural resource studies;

Assists in the preparation of base maps;

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

Assists in the collection and organization of statistical data necessary for characteristics, growth and trends;

Assists in making research studies of the economic base of the County;

Assists in preparation of graphic illustrations for brochures, reports and projects;

Prepares routine layout material for camera ready copy;

Letters signs, documents and charts;

Creates simple original copy utilizing vari-type or transfer lettering;

Files maps, charts, and aerial photographs;

Operates ozalid (white print) vari-typer, calculating and photocopy machines;

Prepares simple map overlays;

Participates in field studies;

Traces, inks, and freehand lettering of map and chart material;

Prepares reports, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of the theory and techniques of community and regional planning; skill in the execution of graphic presentations of geographical and statistical material, utilizing drafting skills; skill in making field surveys, under supervision of higher-ranking employee of the Planning Department; ability to collect, tabulate, and analyze data; ability to meet and deal with the public effectively, tactfully, and with courtesy; dependability.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered two-year college or technical school with an Associate Degree in graphics art, drafting, mathematics or a closely related field **AND** one (1) year of experience involving planning, drafting, layouts or graphic art work in a private business or a public agency; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of experience involving planning, drafting, layouts or graphic art work in a private business or a public agency; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.