

PLANNING ASSISTANT 1 and 2

GENERAL

This is technical, planning work requiring a good basic knowledge of the particular planning activity in which the employee is engaged. Under the direction of a Planner, an incumbent may conduct resource analyses and inventories, may initiate, conduct and analyze surveys, may prepare preliminary designs, development plans, subdivision plans, recreational layouts, special studies and zoning bylaws and perform other related duties. The incumbent may also be required to supervise draftsmen, clerical staff or summer students.

The Planning Assistant 2 differs from the Planning Assistant 1 in that the higher level will receive the more complex duties based on their previous experience in that planning area. The Planning Assistant 2 may also be required to supervise employees at the Planning Assistant 1 level by assigning duties and checking work for completion.

TYPICAL DUTIES

Conducts resource analyses and inventories of given sites or areas for use in determining development possibilities.

Initiates, prepares and/or conducts surveys and prepares analytical reports.

Prepares preliminary designs, development plans, subdivision plans, recreational layouts or special studies.

Prepares zoning bylaws, amendments, initial and consolidated planning schemes.

Prepares maps, sketches, drawings, layouts, model designs and model buildings as required.

Compiles standard data on facility inventories and use measurements and develops use estimates for proposed developments.

Liaises with other branches or departments to obtain information or answer inquiries as required and may attend meetings with local officials.

Supervises draftsmen, clerical staff, or student employees as required.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

A basic knowledge of the principles and practices of the particular area of planning.

Knowledge of the type of drafting applicable to the planning work.

Ability to prepare preliminary design layouts.

Ability to analyze information and prepare clear, concise reports.

Education, Training and Experience

A diploma course in Resource Management, Environmental Studies, Planning, Forestry or a related field and some experience in a planning office or the equivalent combination of training and experience.

Physical Standards

Physically capable of performing the duties assigned.