

ASSOCIATE PLANNER (URBAN DESIGN)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class prepares detailed working drawings, plans, and specifications for a variety of public improvement projects including new sidewalks, parks, playgrounds, seating areas and mini-plazas. This position also requires incumbents to operate a Computer Aided Drafting Design System and to provide leadership and participate and lead projects involving preliminary physical survey work and design for proposed public improvements. This class is distinguished from the Planner level by the scope and complexity of work. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Leads and participates in the preparation of schematic designs, preliminary concept drawings, and landscape plans for proposed public improvement projects, including but not limited to plazas, playgrounds, sidewalks, and parks;

Participates in the conduct of field audits and site reviews to determine the type of public improvements necessary for community development projects; provides guidance as needed;

Conducts inspections of construction projects to approve payments and insure proper construction;

Attends public meetings to explain proposed landscape and public improvement projects;

Attends meetings with public officials to describe the proposed projects;

Participates in the annual review of community development applications;

Attends scope meetings to assist in planning of new projects;

Works with landscape architects and consultants retained by the Division;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Coordinates activities and documents prepared by the consultants;

May performs other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES, AND ATTRIBUTES: Thorough knowledge of the principles and techniques of Computer Aided Drafting Design Systems; thorough knowledge of architectural design theory and practices as applicable to parks, plazas, sidewalks and adjoining landscape areas; good knowledge of the basic elements of such public improvements and factors involved in renovating or construction of same; ability to identify the factors involved in a particular proposed public improvement and to gather pertinent data as to its conditions affecting its existence; ability to prepare rough designs and maps concerning public improvement; ability to estimate and compute costs of a particular project; ability to follow complex oral and written instructions; ability to use

FULL PERFORMANCE SKILLS, ABILITIES, AND ATTRIBUTES: (Cont'd.)

Geographic Information Systems (GIS) and related computer applications; ability to use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; accuracy; accuracy; reliability; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree* and five years of experience (pre or post-Bachelor's Degree) where the primary function of the position was in the use of Computer Aided Drafting Design Systems (CADD) in a planning environment; or (b) a Bachelor's Degree* in Urban Design, Landscape Architecture, Civil Engineering or Environmental Planning and Design and four years of experience (pre or post-Bachelor's Degree) as defined in (a); or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

SUBSTITUTIONS: Satisfactory completion of a Master's Degree* in Urban Design, Landscape Architecture, Civil Engineering or Environmental Planning and Design may be substituted at the rate of 30 credits per year of experience for up to two years. Satisfactory completion of a five-year Bachelor's Degree* in Landscape Architecture may be substituted for one year of experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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Job Class Code: C2084
Job Group: XII