

CITY PLANNING TECHNICIAN

General Statement of Duties and Responsibilities

Under direct supervision, with limited latitude for independent initiative and judgment, performs basic research, analysis and planning activities in the field of city planning; performs related work.

Examples of Typical Tasks

Assists in the collection, storage, maintenance and dissemination of data relevant to planning studies; may perform preliminary analyses of simple problems.

Assists in assembling and presenting statistical and narrative materials relating to existing, required or proposed facilities for public utilities, transportation, education, recreation, housing, sanitation, social and community services and public buildings.

Compiles and abstracts materials and assists in preparing factual reports on population characteristics, industrial and economic development of the City of New York. Assists in estimating future population and its geographic, age and occupational distribution.

Assists in the collection of data by survey, investigation or research on special planning problems, such as the compatibility of land uses in specific areas, applications for permission to establish public garages, parking fields, electric substations, proposed sites for streets or public buildings; may prepare reports, diagrams, drawings and graphics relating to planning studies; assists in elementary planning of land use.

Applies approved statistical or other technical methods to historical data to derive forecasts, predictions and estimates.

Interviews members of the community and representatives of public and private agencies to obtain their assessment of local problems, needs, opportunities, preferences, policies and programs; provides answers to basic questions relating to zoning, mapping, etc. for community boards.

Assists local voluntary associations to collect data relevant to local area studies and in developing local planning programs.

Assists in preparation and reviews of capital budget requests for assigned local areas.

Utilizes computer system to check available information and advises computer staff of discrepancies in status or other data recorded for applications.

CITY PLANNING TECHNICIAN (Cont'd)

Qualification Requirements

1. A baccalaureate degree from an accredited college; or
2. An associate degree from an accredited college or completion of two (2) years of study (60 credits) at an accredited college and two (2) years of satisfactory full-time experience of the type listed under "Examples of Typical Tasks"; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have completed at least 60 college credits.

Direct Lines of Promotion

FROM: None

TO: City Planner (22122)

In order to be eligible for promotion to City Planner, all candidates must have a baccalaureate degree from an accredited college.