

GENESEE COUNTY

PLANNING INTERN

DISTINGUISHING FEATURES OF THE CLASS: An employee in this title performs routine sub professional work on a seasonal basis. This position is designed to familiarize students who eventually hope to enter the field of planning, or a related field, with the operations of a planning or conservation department. Work is performed under direct supervision. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Conducts field surveys;
Collects data regarding land use, natural resources, population, housing, community services and facilities, etc.;
Writes reports based on data collected;
Does mapping, site planning and other design work;
Does a variety of tasks using a personal computer and/or geographic information system.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Working knowledge of planning, engineering, architecture, landscape architecture, or of social or natural sciences, including geography, government, economics, sociology, or related fields; ability to exercise initiative in carrying out assignments; ability to work effectively with others; willingness to learn; physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND:**

Completion of two (2) years from a regionally accredited college or university, with specialization in Engineering, Architecture, Geography, Economics, Sociology, Planning, Landscape Architecture, Public Administration, Environmental Sciences, Resource Management, or related fields.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class

Non-Competitive Class for P.T. County Service only

Adopted 2/18/77

Revised 6,18/82, 6/8/95, 4/2/03