

Job Title: Assistant Planner

Department: Community & Economic Development

Bureau: Planning and Zoning

Paygrade: S06

BAND	GRADE	SUBGRADE	FLSA STATUS
			Non-Exempt
NATURE OF WORK			
Performs a variety of entry level planning functions and works closely with the Planning and Zoning staff and with the public to provide assistance on planning and zoning issues.			

Essential Duties: These duties are a representative sample; position assignments may vary.		FREQUENCY
1.	Develops planning studies and reports in support of new and updated plans, programs, and regulations.	Daily 20%
2.	Assists in the review of development proposals and site plans with conformance with codes, plans and regulations.	Daily 50%
3.	Research and compiles information on a variety of planning issues.	As Required
4.	Attends public meetings, assisting other planning staff as appropriate.	As Required
5.	Prepares and presents detailed reports on development proposals to government bodies.	Daily 10%
6.	Assists in resolving citizen issues.	Daily 10%
7.	Evaluates or assists in the evaluation of rezoning, ordinance amendments, and other proposals.	As Required
8.	Coordinates community review of public and private development projects.	Daily 10%
9.	Acts as liaison between community groups, government agencies, developers and elected officials in developing neighborhood plans.	As Required
10.	Provides quality and effective customer service with courtesy and understanding to City customers, citizens and internal departments.	As Required

Job Title: Assistant Planner

Department: Community & Economic Development

Bureau: Planning and Zoning

Paygrade: S06

SUPERVISION GIVEN/RECEIVED

General supervision is received from the Planning Director.

No supervision exercised.

DECISION MAKING

Incumbents exhibit defined decision-making skills determined by specific area of assignment. Duties and tasks are both routine and non-routine in nature and incumbents may refer complex decisions to the higher levels. Assignments are generally focused in nature and require decisions with defined parameters.

TRAINING AND EXPERIENCE REQUIREMENTS

An Associate's Degree in Architecture, Construction Management, Social Sciences or related field and two (2) years' experience; or a Bachelor's Degree with one (1) year experience; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

LICENSING REQUIREMENTS

- None.

KNOWLEDGE REQUIREMENTS

- Thorough knowledge of the principles and practices of City planning and community development.
- Knowledge of principles and practices of research and data collection.
- Knowledge of effective writing techniques.
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations.

SKILL REQUIREMENTS

- Ability to develop and maintain effective working relationships with employees, officials, other agencies, other jurisdictions and the general public.
- Ability to communicate ideas both in writing and orally.
- Ability to work with computers, proficient with standard data and word processing software.

Job Title: Assistant Planner

Department: Community & Economic Development

Bureau: Planning and Zoning

Paygrade: S06

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

CLASSIFICATION HISTORY

DATE	COMMENT
January 21, 2021	Draft prepared by Irene Woodward
January 28, 2021	Revisions Tom Williams
February 19, 2021	Revisions Clarissa Werley

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.