

PLANNING ASSISTANT

DEFINITION

Under immediate supervision, performs routine technical tasks as a team member in one of the Agency's three divisions: (1) Development Processing/Environmental Coordination, (2) Current Planning, (3) Advanced/Strategic Planning.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Reviews planning and development projects in the City; researches and collects data; prepares reports and makes recommendations for various activities within the department pertaining to land use, zoning, housing and other related planning functions. Prepares and presents reports with recommendations before the Planning Commission and City Council. Provides staff support at the public counter and performs other related functions as required.

DISTINGUISHING FEATURES OF THE CLASS

This classification performs journey level, paraprofessional planning functions. The incumbent in this class will perform a variety of planning duties under close supervision during the training period, but is expected to perform in a more independent manner upon completion of training. This class differs from the next higher class of Assistant Planner I by the level of responsibility and the complexity of projects assigned.

RECOMMENDED MINIMUM REQUIREMENTS:

Two years of work related experience supplemented by course work in urban planning, public administration or related field. Graduation from an accredited college or university with a Bachelor's Degree in Urban Planning, Public Administration or a related field may be substituted for experience to meet the minimum qualifications and results in the following knowledge and abilities:

Knowledge of: State and City planning regulations and ordinances; decision making process in local government for planning projects.

Ability to: Plan and prepare comprehensive, clear and concise reports with sound recommendations; interpret relevant State and City regulations and ordinances; develop effective working relationships with staff and members of the community.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer readily learns technical requirements of the profession and is very accepting of supervision from senior personnel. This incumbent writes clear, concise reports and adapts easily to the multi-cultural environment of the City. An effective Planning Assistant displays a strong customer service orientation and utilizes good communication skills in dealing with the public.

Class title established per Council Resolution No. 89-4,
effective 1-1-89

Reviewed: 04/04
ADA Approved: 04/04