



Range: SG-11
Exempt: Exempt
Date: June 10, 2013

ASSISTANT PLANNER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

The Assistant Planner, under direction, provides information and assistance on planning-related matters to the public and other City staff; participates in planning projects that range from routine to moderately difficult; and performs related work as assigned. The Assistant Planner position is the entry-level class in the professional planning series. The primary responsibilities of the Assistant Planner are to assist at the public permit counter, provide assistance to higher-level planners in the areas of research, data collection, and report preparation, assist in land use related code enforcement and conduct reviews of minor to moderate permit actions including but not limited to sign permits, temporary use permits, single-family building permits and commercial tenant improvement/occupancy permits. Incumbents initially work under general supervision and are expected to become increasingly knowledgeable and carry out assignments with increasing independence and complexity.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Community Development Director and Assistant Community Development Director.

No supervision of others is exercised.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties depending on which main function of the department you may be assigned, may include, but is not limited to, the following:*

Essential Functions:

1. Act as primary backup to Development Services Representative at Permit Counter
2. Develop planning studies and reports in support of new and updated plans, programs and regulations
3. Review or assists in the evaluation of moderately difficult development proposals and site plans for conformance with codes, plans, and regulations
4. Prepare and present detailed reports on development proposals to government bodies
5. Collect a variety of statistical data and prepare reports and maps on topics including but not limited to current planning trends or issues, local or regional land uses issues, previous and

- current census information, existing land uses, tax base data, and occupancy rates
6. Evaluate or assist in the evaluation of rezonings, ordinance amendments, site plans, conditional use permits, variances and other proposals
 7. Assist in long-range planning efforts and projects
 8. Coordinate community review of public and private development projects
 9. Provide information to the public regarding development regulations, processes and requirements
 10. Assist in resolving citizen and customer issues
 11. Attend evening and weekend meetings, as requested or directed
 12. Provide information and assistance to the public on routine-to-difficult planning-related matters regarding zoning, land use, municipal codes, and current private and public projects
 13. Research and review building and development projects for plan completeness and ordinance compliance
 14. Coordinate project review with other City departments or outside entities
 15. Perform field investigations to ensure projects conform to zoning codes, design regulations and/or approved plans
 16. Assist clients to satisfy conditions of approval
 17. Perform various administrative functions for the department, including accepting applications and permits for processing and composing correspondence
 18. Provide technical information and assistance to the general public and to applicants for building permits regarding zoning provisions applicable to specific properties, site development standards, permitting requirements and procedures applications and plan submittal details
 19. Review new plans for building permits; verify accuracy with department requirements; collect deposits and fees for permits
 20. Complete inspections to ensure compliance with approved plans and permits
 21. Input data into computer system
 22. Maintain accurate and current records and files
 23. Review residential building plan submittals relative to adopted site development standards; identify submittal deficiencies and corrections or modifications necessary to achieve compliance inspect construction as it progresses and upon conclusion to confirm compliance with approved plans and applicable regulations
 24. Review and process plans and applications for land division permits, land combination permits, sign permits, temporary use permits and requests for administrative variances
 25. Assist with inspections to ensure compliance with approved plans and permits
 26. Coordinate project inspections with representatives of other City departments and divisions and outside agencies to ensure complete approval and compliance of projects and final inspections
 27. Conduct field inspections for construction envelope fences
 28. Inspect single family development projects for compliance to approved plans for design review development standards
 29. Ability to work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts
 30. Monitor workload, work activities, priorities and deadlines
 31. Use excellent customer service skills
 32. Establish and maintain effective working relationships with other employees, officials, and all members of the general public
 33. Participate in the implementation of Department goals, objectives, policies and priorities
 34. Prepare, process and proofread a variety of documents including general correspondence, agendas, reports, memorandas, graphic data and other material requiring judgment as to content, accuracy and completeness
 35. Operate a motor vehicle to assist in carrying out the business of the Department and the City.
 36. Prepare, distribute, and post meeting agendas, as needed

37. Organize and maintain accurate and current computer and hard copy filing systems and files
38. Greet visitors, respond to requests for information from the general public, answer routine questions and directs clients, citizens and visitors to appropriate locations
39. Maintain regular attendance and punctuality
40. Work independently in the absence of supervision
41. Operate and use modern office equipment
42. Communicate clearly and concisely, both orally and in writing
43. Perform other duties of a similar nature or level

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of the Community Development Department. General knowledge of other departments in order to correctly direct phone inquiries/clients.
- Basic principles and practices of fiscal, statistical, and administrative data collection and report preparation.
- Modern office procedures, methods, computer equipment and database software programs.
- Customer service methods and techniques.
- Pertinent rules, regulations, office policies and procedures related to assigned duties.
- Principles and procedures of record keeping and filing.
- Principles and practices of planning.
- Principles and practices of research and data collection.
- Effective writing techniques.
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations.
- Computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS.

Ability to:

- Work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.
- Encourage and facilitate environment for building team efforts and problem solving of work-related issues by employees.
- Provide professional customer service.
- Communicate and use positive interpersonal skills to interact with coworkers, supervisors, elected officials, volunteers and the general public to sufficiently exchange or convey information and to receive work direction.
- Type and/or word-process at an effective rate per minute.
- Perform responsible or assigned duties using independent judgment.
- Identify priorities.
- Meet deadlines.
- Oral communication and interpersonal skills to explain rules and procedures clearly to the public.
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Ability to create graphic designs, development strategies, and render site plans via sketches and/or computer graphics highly desirable.
- Ability to work on several projects or issues simultaneously.

- Ability to work independently or in a team environment as needed.
- Ability to attend to details while keeping big-picture goals in mind.

EDUCATION AND EXPERIENCE

Experience:

Six (6) months of planning experience including internships in a public sector setting; or combination of experience in a similar public or private setting may be considered.

Must be capable of meeting the proficiency criteria within a twelve (12) month period from date of hire.

Education:

Graduation from a four-year college or university with a major in urban planning, geography, engineering, public administration or a related field.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:

A valid Arizona driver's license is required.

PHYSICAL DEMANDS

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.

Constant sitting, keyboarding, observing computer screen, twisting in seated position; frequent bending, squatting, reaching, lifting boxes weighing 30 pounds or less, standing, walking, writing; occasional reaching above shoulders, driving, moving and servicing office equipment.

WORK ENVIRONMENT

Office and field environment; travel from site to site; exposure to noise, dust and inclement weather conditions.