

ASSISTANT PLANNER

DEFINITION OF WORK

Under regular supervision, performs paraprofessional work and technical planning functions in the City/County Planning Department; does related work as required.

EXAMPLES OF WORK

Collects, organizes and analyzes data on social, economic, physical and other planning related areas for inclusion in reports and presentations; provides zoning, flood and mapping information to the public; accepts, reviews and processes plans for development; reviews and processes subdivision approvals and plats; maintains the official street name program; participates in analysis of long range land use and comprehensive plans; assists in the preparation of plans and proposals; performs site evaluations; prepares and reviews functional plans for proposed roadways; assists in the preparation of analyses of land for its appropriate and economic use; maintains databases, works zoning counter, provides information to other staff members, City and County departments, State and Federal agencies and the public on planning matters.

EMPLOYMENT STANDARDS

Education and Experience: Bachelors degree in planning, geography or related field, or associate degree in geography, planning or related field; some experience in planning.

Knowledge, Skills and Abilities: Considerable knowledge of the basic principles and practices of community planning; knowledge of computers; knowledge of the effects of topography, soil conditions and other physiographic characteristics on development; knowledge of acceptable standards for roads, other community facilities, and development; ability to apply these standards to specific proposed situations; knowledge of data collection methods and techniques as related to social, economic, manpower, and physical planning; knowledge of report preparation and graphic presentation; knowledge of equipment used in drafting and illustration work; ability to organize facts and present them in a simple and clearly written or graphic form; ability to establish and maintain effective working relationships with others.