



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: PLANNING AIDE

DEFINITION: Under supervision, performs a variety of para-professional planning and routine office clerical duties in a planning environment.

EXAMPLES OF DUTIES:

- Indexes, catalogs, files, and maintains maps, plans, and reports;
- Performs a variety of arithmetical calculations;
- Operates and has responsibility for such office equipment as microfilm reader, printers and copy machines;
- May assist professional planners with the collection and compilation of data for planning studies;
- May prepare simple reports;
- May conduct field surveys;
- May order and issue office supplies and maintain related records;
- Answers routine technical questions from the public by telephone or in person;
- Purges obsolete information from files;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Completion of 18 or more college semester units in planning, architecture, civil engineering, landscape architecture, geography, or public administration, and one year of full-time experience in a planning office or related environment.

Knowledge and skills to read and interpret planning-related maps, graphs and charts, perform simple arithmetical calculations, answer routine technical questions from the public. by telephone or in person, maintain records and simple reports.

Knowledge of basic planning terminology.

A valid California motor vehicle operator license.

HISTORY:

Approval/Adoption Dates: 06/15/81