

TITLE: **PLANNING AIDE**

DEFINITION: Under general supervision, performs a variety of para-professional level urban planning assignments in municipal planning, environmental review, and redevelopment and housing.

Incumbents in this class are considered to be in a training status and work assignments are generally limited in scope. This entry-level position will develop practical experience by performing routine standardized duties and must possess functional knowledge of the basic principles and theories required to perform the work in the classification of Planning Aide.

EXAMPLES OF DUTIES:

- Assists Planners with performing clerical tasks including, cataloguing, filing, and indexing maps and plans;
- Assists in the collection of research and analysis of data;
- Responds to inquiries from the general public, development community, and City officials and staff;
- Maintains and updates various contracts, records, reports, and resources;
- Assists staff with the preparation of written reports and recommendations related to zoning, land use, and other related fields;
- Assists in interpreting provisions of ordinances, municipal codes and regulations;
- May conduct field surveys;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

- An associate's degree from an accredited college or university in the field of landscape architecture, engineering, urban and/or public policy, geography, urban planning, architecture, environmental design, or a closely related field; – OR –
- Two years of full-time equivalent recent paid experience working in sustainability, urban planning/design, landscape architecture, environmental design or related field; – OR –
- Any combination of related education or experience totaling two years.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of basic principles, practices, methods, and procedures of urban and regional planning, development, and zoning;
- Knowledge of research methods and sources of information related to urban growth and development;
- Knowledge of basic principles, and practices of data collection;
- Knowledge of modern office methods, practices, procedures, and equipment including related computer hardware and software;
- Knowledge of English usage, grammar, and punctuation;
- Skill in using tact, discretion, initiative and use of good judgement to make sound recommendations within established guidelines;
- Skill in organizing work assignments, setting priorities, and meeting critical deadlines;
- Ability to interpret basic planning and zoning programs to the general public;
- Ability to use map drafting and commercial art instruments and materials;
- Ability to interpret State and City regulation and ordinances;
- Ability to perform basic mathematics and their application to planning work;
- Ability to work with co-workers and members of the public through effective interpersonal, written, and oral communication skills.

HISTORY:

Established: 06/15/1981

Classification Revision

Civil Service Commission Approval:

11/18/2020