

## ASSISTANT PLANNER

Department:	<b>Development Services</b>	Class Code:	<b>22</b>
Reports to:	<b>Senior Planner</b>	FLSA Status:	<b>Non-Exempt</b>

**GENERAL PURPOSE:** Under moderate to limited supervision, performs various planning, GIS, and Code Compliance services.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides technical and professional advice to architects, contractors, attorneys, engineers and the public regarding the Town's General Plan, development processes, policies including the citizen's review processes. Coordinates the development review process, and serves as a liaison between customers and Town staff.
- Processes conventional zoning applications, PAD amendments, preliminary plats, final plats, conditional use permits, annexations, general plan amendments, land divisions and other entitlement applications.
- Participates in the facilitation of Citizen Review Processes, which includes neighborhood meetings and public hearings before the Planning and Zoning Commission; serves as a primary contact.
- Creates and delivers presentations, including recommendations to the Town Council and the Planning and Zoning Commission regarding conventional zoning applications, PAD amendments, preliminary plats, final plats, conditional use permits, annexations, general plan amendments and other entitlement applications.
- Delivers presentations to other Commissions, Councils, Boards and public or private organizations as required.
- Develops and prepares ordinances and resolutions for the Town's Attorney to review and for Town Council consideration.
- Conducts site inspections and field research for development proposals and code compliance.
- Facilitates and tracks the process of commercial plan review, development agreements and special projects.
- Updates and maintains under the direction of the Zoning Administrator all GIS projects required by the Town, including but not limited to the following maps: Zoning, General Plan, utility, and street right-of-way.
- Works in conjunction with the County GIS Department to increase the accuracy of Town GIS Geo Datasets.
- Administers the Towns Clean-up program and other campaigns for consideration.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Actively participates in submittal of grant applications and management of grant funded programs, including monitoring for compliance with grant requirements and reporting to agencies, among other things.
  - Translates complex demographic analysis into a presentable format, ability to analyze data and prepare reports utilizing pertinent statistical information.
- Applies the principles and elements of the Unified Development Ordinance (UDO) accurately and equitably in all instances.
- Enforces the UDO; ensure all development is in compliance with the UDO; Administer Property

**JOB DESCRIPTION**

**Planning Assistant**

Maintenance Code and work directly with code compliance, Development guidelines, accomplish all administrative tasks required by the UDO; interpret the UDO to the public, Town departments, and other branches of government; serve as planning staff to Council and Commission, and attend meetings as necessary.

- Performs related duties as required or assigned.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Up to one year of experience in a municipality or related government entity, Bachelor’s degree in Urban Planning, Public Administration, Architecture, Economics or a related field is required.

**Required Licenses or Certifications:**

Possession of a valid driver’s license.

**Required Knowledge of:**

- Pertinent local, state and federal laws, codes and regulations affecting general plans, zoning, subdivisions and other related ordinances.
- General Principles and practices of municipal planning.
- Principles and practices of project management.
- Research methods and report preparation techniques.
- Municipal government.
- State laws regarding open meetings, public records and records management.
- Uses and applications of personal computers and various software applications.

**Required Ability to:**

- Develop and maintain effective working relationships with Town staff, Council members, board members, various external organizations and individuals and the general public.
- Understand and interpret planning and zoning guidelines and provisions.
- Understand requests for various information and determine the appropriate information format.
- Perform research.
- Work independently with minimum supervision.
- Prepare reports, including analysis and narrative.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Maintain strict confidentiality.
- Operate a personal computer utilizing a variety of business software.

**Physical Demands / Work Environment:**

- Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 25 pounds.

*Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation*

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
	9/2019					

**APPROVED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_