

**CITY OF PHOENIX**

**JOB DESCRIPTION**

**Job Title:** Assistant Planner  
**Department:** Administration  
**Reports to:** Planning Director  
**FLSA Status:** Non exempt  
**Union Position:** Yes  
**Effective Date:** 12/06/10

**DEFINITION:** The Assistant Planner performs a variety of routine and complex administrative, technical and professional work in the current and/or long range planning programs of the City related to development and implementation of land use and related municipal plans and policies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The duties and responsibilities are not to be construed as all-inclusive. The essential duties will include other responsibilities as assigned or required.

1. Assists in developing short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
2. Evaluates land use proposals for conformity to established plans and ordinances; evaluates proposal development impact as they relate to the adopted plans of the City and makes recommendations.
3. Assists City staff in the enforcement of local ordinances and in interpreting City land use codes and plans.
4. Receives building and related land use permit applications such as site plans, variance applications, conditional uses, etc; examines applications for compliance with established plans and ordinances, and applicable local, state or federal regulations; solicits input from appropriate staff, schedules hearings and actions, monitors the approval process, enforces compliance with regulations; prepares reports and related data as required. Reviews and approves limited permit applications such as sign permits.
5. Prepares planning reports and supporting data, including recommendations on various land use proposals. In the absence of the Planning Director, may conduct the Planning Commission meetings.
6. Oversees the preparation of Planning Commission agendas and minutes.
7. Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.
8. Prepares a variety of correspondence, reports, memoranda, mapping products and performs other administrative and clerical duties.
9. Responds to local citizens inquiring about local planning and zoning regulations and ordinances.

**ESSENTIAL JOB FUNCTIONS:**

1. Ability to use tact, judgment and courtesy in dealing with the public.
2. Ability to work independently.
3. Ability to read and interpret documents such as state laws, city ordinances, planning documents and procedure manuals.
4. Ability to maintain good organizational skills.
5. Ability to perform multiple tasks with continuity on a consistent basis and in a timely manner.

**JOB QUALIFICATIONS:**

1. Bachelor's degree in land use planning; urban planning, landscape architecture or a closely related field; or
2. One (1) year experience in municipal planning; or equivalent experience.
3. Thorough knowledge of land use regulations and comprehensive plans including their formation/amendment process of adoption and enforcement; extensive knowledge of planning programs and processes.
5. Knowledge of personal computers, and standard office software.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. This position requires mobility. Duties involve moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 80% of the work period while operating equipment such as computer keyboard, or telephone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

**WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is typical of most office environments.