

CITY OF PHOENIX

JOB DESCRIPTION

Job Title: Assistant Planner
Department: Planning and Building
Reports to: Planning Director
FLSA Status: Non exempt
Union Position: Yes
Effective Date: 12/6/2010

The Assistant Planner position is the entry level within the planning profession. The Assistant Planner performs a variety of routine and complex administrative, technical and professional work in the current and/or long range planning and building programs of the City related to development and implementation of land use plans, land development code, and related municipal plans and policies; and the processing of building and land use permit applications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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 adopted plans and regulations, and assesses the socioeconomic and environmental impacts.
3. Assists City staff in the enforcement of local ordinances and in interpreting the City's land development code and comprehensive plan.
4. Receives building and related land use applications such as site plans, variances, and conditional use permits. Examines applications for compliance with adopted plans, ordinances, and applicable local, state or federal regulations. Solicits input from appropriate staff, schedules public hearings and actions, monitors the approval process, enforces compliance with regulations, and 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 serve the Planning Commission at its meetings.
6. Oversees the preparation of Planning Commission agenda and minutes.
7. Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.
8. Prepares letters, reports, memoranda, and e-mail. Composes, saves, updates, and prepares geographic information system files and products.

9. Responds to local citizens inquiring about local planning and zoning regulations and ordinances.
10. Performs administrative duties and responsibilities as assigned or required to perform the job.

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; and
2. One (1) year experience in urban planning or equivalent experience.
3. Thorough knowledge of land use plans, regulations, and laws including notification, adoption, and amendment .
4. Extensive knowledge of planning principles.
5. Ability to use personal computers and standard suite of 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 working conditions are typical for an office environment. However, field or on-site work including walking, observing, measuring, and taking pictures and notes .sometimes is required in any season of the year 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.