

# PLANNING ASSOCIATE

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Position Code: 2542

WC Code: 9410

FLSA Status: Non-Exempt

Pay Grade: 349

Location: Planning

Approval Date: 2015

## **General Statement of Duties**

Performs responsible paraprofessional work handling a variety of planning and research assignments; does related work as required. Work is performed under regular supervision.

## **Duties and Responsibilities**

Assisting with various planning projects; conducting research; performing deed and land-use research; preparing maps and files.

Assists Planners in the day to day operations of the Planning Department; works on special projects; researches policies or statistics of other localities and assists with work on committees.

Assists in the administration of specific planning program areas and provides technical assistance and information to staff, property owners, land developers, other governmental agencies and the public.

Reviews subdivision and/or site plans for basic checklist requirements and may provide written and oral recommendations with guidance from staff.

Assists in tracking the status of subdivision and site plan review through the automated tracking system; runs statistical reports using digital and hard copy files for planners and the public.

Prepares, with assistance, assignments of modest scope and complexity such as staff reports; assists in publication of reports, plans, maps, forms and brochures.

Assists in the preparation of layouts, graphics, designs and maps for office functions, Planning Commission and Board of Commissioner reports/presentations and special projects using Geographical Information System (GIS).

Notifies Town departments of rezoning, Comprehensive Plan updates and other changes in written format.

Assists in interpreting and enforcing provisions of the Town's Zoning Ordinance and other applicable federal, state and local codes, laws, rules, regulations, specifications, standards, policies and procedures when preparing staff analysis of land development requests; initiates any actions necessary to correct violations.

Provides guidance to applicants, citizen committees, public agencies, or others in understanding impact regarding their land use issues.

Researches Town land records and Register of Deeds land records to determine ownership and existing structures to provide information to public.

Prepares and presents text amendments in Town ordinances.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of data and makes corrections; utilizes word processing, spreadsheet, database, mapping, Internet, email or other computer programs.

Performs other tasks as requested.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities:**

General knowledge of the theory, principles and practices of urban planning.

General knowledge of community development programs, practices and procedures.

General knowledge of data collection methods and techniques.

General knowledge of mapping and graphic presentation.

Thorough knowledge of equipment used in drafting and illustration work.

Ability to research and organize facts and present them in a simple and clearly written form.

Ability to prepare written reports.

Ability to establish and maintain effective working relationships with others.

### **Physical Requirements**

Must be able to perform the basic physical life operational functions of reaching, crouching, standing, walking, fingering, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or 10 pounds of force frequently, and/or a negligible amount of force constantly to life, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to examine and work with maps, operate a computer, inspect sites regarding planning issues and do extensive reading.

### **Minimum Education and Experience**

Bachelor's degree from an accredited college or university with major course work in planning or related field and six months to two years of planning or development experience; or an equivalent combination of education and experience.