



TOWN OF YOUNTVILLE
JOB DESCRIPTION

**Assistant Planner
Associate Planner**

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed by all employees in the class.

General Purpose

To perform professional level work in the field of current or advanced planning; to conduct special projects and research as assigned; and to prepare reports and recommendations relative to assigned areas of responsibility.

Distinguishing Characteristics

Assistant Planner - This is the entry level class in the Planning series. This class is distinguished from the Associate Planner by the performance of the more routine professional tasks and duties assigned to positions within this series.

Employees at this level are not expected to perform with the same level of independence of direction and judgment on matters related to established procedures and guidelines as are tasks assigned to the Associate level. As this is an entry level or training class, employees may only have limited or no directly related work experience. Employees work under immediate supervision while learning tasks. This is a Fair Labor Standards Act (FLSA) exempt position.

Associate Planner - This is the full journey level class within the Planning series. This class is distinguished from the Assistant Planner by the assignment of the full range of professional duties in the planning field. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the functional work area. Positions in this class are flexibly staffed and are normally filled by advancement from the Assistant Planner level. When filled from the outside, the applicant should possess three (3) years of previous professional experience. Attainment of A.I.C.P. designation is desirable. This is a Fair Labor Standards Act (FLSA) exempt position.

Supervision Received

Assistant Planner - Receives general supervision from Planning and Building Director. May receive specific project or task assignment direction from other Town staff such as Town Manager or Town Attorney.

Associate Planner - Receives general direction from the Planning and Building Director. May receive specific project or task assignment direction from other Town staff such as Town Manager or Town Attorney.

Supervision Exercised

Assistant Planner - generally none. May provide specific project or task direction to other planning staff.

Associate Planner - May provide technical supervision to clerical support staff. May provide specific project or task direction to other planning staff.

Essential Duties and Responsibilities - (Illustrative only)

Perform professional level work in the field of current or advanced planning, zoning, design review..

Gather and maintain demographic data and other related statistics.

Research, analyze, and interpret social, population and land use data and trends.

Compile information and make recommendations on special studies; prepare technical and complex reports; perform technical research and give reliable advice on planning and related issues.

Make presentations to the Town Council, Zoning Design Review Board (ZDRB), development community, citizen and community groups, outside agencies and other town boards, commissions or staff.

Review development proposals and other requests made to the department for conformance with appropriate regulations; prepare reports of recommendations.

Check commercial, and residential development plans for issuance of zoning conformity; process permit applications; visit development sites as appropriate.

Confer with and advise property owners, architects, builders, attorneys, contractors, engineers, and the general public regarding city development policies and standards.

Reviews business license applications for compliance with zoning, sign and related regulations.

Assists in designs for parks, streetscapes, landscapes and other municipal projects.

Perform code enforcement duties; perform inspections and related field work. Prepare staff reports and graphic displays.

Research and draft various ZDRB documents and Town Council resolutions and ordinances.

Maintains regular contact with planning consultants, Town, County, State and Federal agencies, professional and technical groups and the general public regarding planning and activities and services.

Assists in maintaining the data base of information for planning and zoning purposes.

Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development.

Assists town staff in the enforcement of local ordinances and in interpreting town codes and master plans.

Prepares and administers grant applications.

Performs other related duties as assigned.

Peripheral Duties

Monitors inter-governmental actions affecting planning and economic development activities.

Assists in the training of other town personnel in planning related activities.

May serve on and/or provide technical and support staff assistance to various Town commissions and task forces.

May serve on various employee related committees.

Minimum Qualifications:

Education and Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Assistant Planner:

No previous professional planning experience. Intern or other volunteer related work experience is highly desirable.

For Associate Planner:

Three (3) to five (5) years of previous professional planning or related work experience. Attainment of A.I.C.P. designation highly desirable. A Master's degree in a planning or related field may substitute for two (2) years of previous work experience.

For both Assistant and Associate Planner:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning or closely related field.

Necessary Knowledge, Skills and Abilities:

Knowledge of: Principles and practices of urban planning; research and investigation procedures and techniques; zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; planning programs and processes; personal computers and GIS applications; drafting and graphic presentations; statistical and research methods as applied to the collection, analysis and presentation of planning and data and information.

Skill in: the area of drafting and designing; the operation of the listed tools and equipment.

Ability to: Demonstrate tact and diplomacy with public; prepare reports and graphic presentations; prepare accurate maps, plans, charts and tables; learn applicable environmental, and other appropriate laws and regulations; analyze and compile technical and statistical information and prepare appropriate reports; use word processing, data base, and other related software applications; establish and maintain effective working relationships with those contacted in course of work; communicate in English clearly and concisely, both orally and in writing.

Tools and Equipment Used

Personal computer, including word processing, spread sheet and data base applications; motor vehicle; calculator; phone; copy and fax machine; various graphic design tools.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of

various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, but can be moderately noisy at times, and is generally moderate in the field.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: Brad Raulston
Town Manager

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