

PLANNING ASSISTANT

Department: **Development Services** Class Code: **18**
Reports to: **Planner** FLSA Status: **Non-Exempt**

GENERAL PURPOSE: Under moderate to limited supervision, performs various planning and administrative support 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.*

- Reviews lot splits, preliminary plats, and final plats; verifies compliance with the Town's Unified Development Ordinance (UDO).
- Reviews and verifies setbacks and separations for buildings, accessory structures, and fences.
- Reviews proposed uses for compliance with the UDO; advises applicant as to correct course of action.
- Determines the process for approval for the following types of activities: lot splits, subdivisions, change of zoning classification, and assist the applicant in completing the process.
- Translates complex demographic analysis into a presentable format, ability to analyze data and prepare reports utilizing pertinent statistical information.
- Communicates effectively to public and other parties complex planning and zoning matters, develops supporting materials for presentations.
- Re-writes zoning codes and other codes of moderate complexity with little oversight.
- Applies the principles and elements of the General Code to work product presented by Planner, Planning and Zoning Commission or general public.
- 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.
- Writes grants or assists in the writing of grants of moderate complexity and / or with moderate oversight.
- 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.
- Assists the Planner or other Town personnel with business development.
- Navigates websites, social media, and various software for the purposes of research, communication, or other purposes as directed by supervisor.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Six months experience in a municipality or related government entity, Bachelor's degree in Urban Planning, Public Administration, Architecture, Economics or a related field preferred.

Required Licenses or Certifications:

Possession of a valid driver's license.

JOB DESCRIPTION

Planning Assistant

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

APPROVED: _____

DATE: _____