

Title: Planning Assistant
PG: 36
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Community Development/Planning/Housing

Class Code: 5015
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is paraprofessional work in the field of neighborhood planning and urban redevelopment. An employee in this classification assists with a wide variety of planning tasks. An employee in this classification works independently on routine tasks, but is supervised on special or complex projects. The employee will often work in a team environment.

ESSENTIAL FUNCTIONS:

1. Conducts and tabulates surveys and prepares results in report and graphic form.
2. Prepares correspondence, summaries or other documentation on assignments as required.
3. Performs and documents research activities, and performs basic statistical analysis of data.
4. Utilizes desktop publishing software to format and prepare final documents, including special graphics for presentations, and coordinates printing with in-house or local sources.
5. Works with other employees on a wide variety of projects as required.
6. Prepares and submits grant applications to funding sources.
7. Undertakes special projects concerning neighborhood planning, comprehensive plan updates, utility planning and utilizes standard planning methods to determine recommended solutions.
8. Tabulates urban growth and demographic statistics.

ADDITIONAL RESPONSIBILITIES:

1. Participates in public planning meetings.
2. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of the principles of strategic and/or urban planning and neighborhood redevelopment practices.
2. Skill in the operation of a personal computer to produce reports and other documents.
3. Ability to accurately compile data and conduct basic planning studies.
4. Ability to communicate clearly and concisely, both verbally and in writing.
5. Ability to organize information and effectively present the information in tables, reports and graphics.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, or routine keyboard operations.
The job risks exposure to no significant environmental hazards.
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. An Associate Degree or equivalent of two (2) years of college course work including basic courses in mathematics, English composition and/or technical writing, computer applications and social studies.
2. A minimum of six (6) months experience in personal computer applications including report production.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

Title: Planning Assistant

PG: 36

Status: Civil Service

Position Reports to: Designated Supervisor

Department: Community Development/Planning/Housing

Class Code: 5015

Date: 09/08

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.