

**JOB CLASSIFICATION** - Planning Assistant

**JOB CATEGORY** – Planning Assistant

**DEPARTMENT** - Planning

**PAY GRADE** – 121

**PAY RANGE** – \$32,867.29 - \$52,587.66 annually; \$15.80 – \$25.28 hourly.

**JOB DESCRIPTION**

This is an entry-level professional planning position in community planning, research, and design. The person in this position must be able to effectively interact with the public in a patient and pleasant manner, through the various ways of communication. This position reports directly to the County Planner.

Primary purposes and tasks include answering planning-related inquiries, assisting members of the public through the various permitting processes by assessing the request, determining and providing the proper forms, advising and aiding in the preparation of the documentation when requested, determining and assessing fees, and accepting development applications. Additional duties as assigned by the County Planner.

The planning assistant will be required to become thoroughly familiar with the Jefferson County Comprehensive Plan and Land Development Code and all associated regulations, procedures, and processes necessary to effectively assist the department in their administration; assist in preparation of documents related to planning issues; collect, analyze and report information related to community planning. Attend public meetings as assigned.

**MINIMUM QUALIFICATIONS:**

- Three (3) years of experience working in a professional work environment, of which Two (2) years of experience are in land use planning, or a related field.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**

- Assists members of the public through planning-related processes either in person or through telephone requests;
- Accepts applications for review of all types of developments and checks application packets for completion;
- Carries out planning-related research including population, employment, land use, transportation, and structural conditions;
- Answers questions from the public and City and County departments about planning and planning research information;
- Collects and analyzes data for various research projects;
- Performs data collection and mapping activities as required;
- Attends meetings of the County commissions and meetings of appointed planning boards or committees as required;
- Completes special projects as assigned;
- Performs related work as required.

**KNOWLEDGE, ABILITIES, AND SKILLS:**

- Knowledge of the principles and practices of public planning;
- Knowledge of computer use, programs, and data base management;
- Knowledge of the collection and preparation of reports;
- Knowledge of basic mathematics and use of scientific calculators;
- Ability to learn new tasks quickly and effectively;
- Ability to learn basic surveying criteria to enable learning to read, understand, and plot legal descriptions in deeds;
- Ability to read and understand maps and map-related information;
- Ability to learn to read, understand, and evaluate engineering and architectural plans for review of site and development plans;
- Ability to communicate clearly and concisely both orally and in writing;
- Ability to interact with the public in a pleasant and effective manner;
- Ability to prepare complex reports and maintain adequate records;
- Ability to analyze facts and exercise sound judgment in arriving at conclusions;
- Ability to present data in graphic form.
- Skills in research methods and analysis;
- Skill in the use of microcomputers and the programs and applications necessary for successful job performance, including specifically, a working knowledge of Microsoft Office (Word, Excel, Power Point, Outlook), email, and various search engines, and ability to easily learn new programs.

**SUBSTITUTIONS FOR MINIMUM QUALIFICATIONS**

- Bachelor's degree from an accredited college or university with a minor in Urban and Regional Planning substitutes for the required experience.
- Certificate in planning substitutes for one (1) year of the required experience.