

PLANNING AIDE

DEFINITION

To perform para-professional and routine technical and administrative work in providing staff assistance to the Planning Division of the Community development Department and providing general support as needed by other Divisions within the Department.

DISTINGUISHING CHARACTERISTICS

Perform routine paraprofessional planning work requiring a general working knowledge of City Planning organization, policies and procedures. Clerical duties incidental to the work assigned may be performed by the incumbent. As skill increase, less supervision is needed. Incumbents will normally perform work within established policy and procedure guidelines.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Planning Director.

No supervision is exercised.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Essential

Provide basic research assistance in a variety of City Planning areas.

Assist in report preparation for Planning Commission, City Council and Citizen Groups on planning related items.

Respond to public inquires regarding zoning district requirements.

Participate in conducting planning surveys and studies by gathering, compiling, tabulating and reporting data.

Accept Zoning Permit applications and schedule public hearings for Planning Commission meetings.

Assist in coordinating municipal activities among two or more City Departments or offices.

Prepare and revise various routine administrative planning documents and items such as permits and personnel actions.

Assist other community Development Department personnel while performing a variety of technical duties involving personnel, purchasing, budgeting, Commission and Council support and related

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activities.

Important

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles of City Planning and knowledge of general organization and management.

English usage, spelling and punctuation.

Research and statistical methods and techniques.

Modern office practices, procedures, including familiarity with computers, word processing and spreadsheets.

Ability to:

Establish and maintain effective working relationships with other City employees.

Understand and interpret City Planning Codes and documents.

Communicate clearly and concisely, both orally and in writing.

Collect, compile, analyze and interpret statistical reports.

Prepare accurate and comprehensive reports.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year experience in a planning department position or related field.

Education:

Equivalent to an Associate of Arts degree with major course work in urban studies, planning, public administration or a closely related field.

PHYSICAL REQUIREMENTS:

The work requires a combination of the following physical requirements depending upon a given task, on a given day: 3 to 6 hours of sitting, finger dexterity, light grasping, near vision accuracy; up to 3 hours of standing, walking, bending, crouching, stooping, kneeling, twisting, turning, firm grasping, reaching forward or overhead, pinch grasping, eye-hand foot coordination, driving, depth perception, and color vision; up to 3 hours of lifting, carrying or pushing/pulling 25 lbs. or less; up to 6 hours of eye-hand coordination; 3 to 6 hours of near vision accuracy; up to 3 hours of face-to face contact and verbal contact (conversations or on the telephone).

MENTAL REQUIREMENTS:

The work requires a combination of the following mental requirements depending upon a given task, on a given day: interpreting, taking, comprehending and following instructions; standard problems; one or two step instructions to detailed, uninvolved instructions; simple to complex- reading, writing, and math skills; spatial, clerical, forming, coordinating, analyzing, compiling, computing, copying, comparing, instructing, supervision, speaking-signaling, driving-operation ; perform simple, repetitive tasks to varied, complex tasks; maintain work space, relate to other people; influence other people; generalizing, evaluating; responsibility for direction.

WORK ENVIRONMENT:

Work is performed indoors and outdoors; unprotected heights; moving machinery; slippery/uneven surfaces; below ground; using a computer and other office equipment; working alone; working around or with others; exposure to moderate office noise.