

ASSISTANT PLANNER

Department: Planning & Redevelopment

Classification/Grade: 25

Division:

FLSA Status: Non-Exempt

Reports to: Planning & Redevelopment Dir

Date Approved:

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Under the direct supervision of the Director, perform a variety of technical and professional community planning work. This is the entry-level professional planning class. This work is distinguished from the Associate Planner as it performs support duties and handles a lower complexity of tasks and issues under a higher degree of supervision. Analyze and report on various land development proposals, conduct planning studies including redevelopment, environmental, and transportation reports, special projects, code revisions, and related work as assigned. Prepare community, corridor, and long-range plans; write and administer grant applications; and review zoning, subdivision, and other development applications.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Assist the general public, answering questions relating to City planning functions, development application procedures, the Mesquite Municipal Code, and the City of Mesquite Master Plan.
3. Interpret, explain and apply provisions of code, applicable laws and regulations, and other policies and standards to internal and external customers.
4. Assist with the processing of zoning and redevelopment applications.
5. Write and distribute public hearing notices for various development applications.
6. Coordinate with development applicants in the progression of their applications.
7. Compile data for land use and demographic studies and other field investigations as directed.
8. Understand and carry out oral and written instructions related to planning and redevelopment.
9. Check site plans, building specifications, construction plans, and subdivisions for conformance to all applicable zoning codes, regulations and ordinances.
10. Assist with creation, writing, and maintenance of documents and computer databases relating to land development within the City of Mesquite.
11. Use computer and software programs for various technical planning projects and studies.
12. Prepare reports and present information to boards and commissions as needed.
13. Be dependable and meet acceptable attendance requirements at all times.
14. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS

- A. Perform other related duties as assigned, including assisting other functions of the department.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Theory, principles and practices of community planning, including techniques for the development of various aspects of a master plan, redevelopment plan, environmental plan, and other city plans.
- Principles of geographic information systems.
- Zoning ordinances and planning procedures.
- Theory, principles and practices of site planning, architectural design, terrain constraints, circulation patterns, landscape design and land use compatibility.
- Technical writing skills
- Microsoft Word and Excel, or similar word processing and spreadsheet programs.
- Customer service needs and delivery.

Ability to:

- Communicate with the public and staff with tact and diplomacy.
- Make field investigations and to work with the public in a polite, professional, and effective manner.
- Present concise and accurate reports, either orally or in writing.
- Use desktop GIS tools such as ESRI ArcGIS
- Work alone and as part of a team.

Experience, Education and Training:

Any equivalent combination of training, education and experience, which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: Bachelor's Degree in Planning, Public Administration, or closely related field.

Experience: One (1) year of experience in planning, including analysis and review of land use and development applications. A Master's Degree in Planning, Public Administration, or closely related field may be substituted for one year of experience.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid driver's license.

WORKING CONDITIONS

Work is performed under the following conditions:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment; sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Moderate physical exertion is required due to occasional bending, twisting, reaching, kneeling, walking and standing. Must carry/lift/push or pull loads of up to 25lbs.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved:

May 2007
October 2009