DEFINITION

The Planning Aide performs wide variety of tasks in the Planning and Building Department receiving valuable hands-on experience and gaining exposure to a wide variety of administrative responsibilities.

DISTINGUISHING CHARACTERISTICS

The Planning Aide functions under the supervision of the Senior and/or Associate Planner.

ESSENTIAL FUNCTIONS

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:
Conducts research, analyses, data, and prepares reports; assists with the update of the City’s General Plan; maintains and updates a business inventory.

Creates charts and graphs; composes routine correspondence; and prepares drafts of letters, memoranda, staff reports, and other materials.

Assists with Code enforcement, other special projects; and performs related duties as assigned.

QUALIFICATIONS

Any combination of education and experience that provides the required knowledge, skills and abilities to perform the essential job duties of the position is qualifying.

Knowledge, Skills and Abilities:
Any combination of education and experience that provides the required knowledge, skills and abilities to perform the essential job duties of the position is qualifying.

Knowledge of
Correct English usage, spelling, grammar, and punctuation.

Modern office practices, procedures, methods, equipment and business letter writing.

Skills/Abilities
Communicate clearly and concisely, both orally and in writing; understand and carry out oral and written directions.
Read and understand architectural drawings; learn and apply some minor architectural graphic skills; organize, prioritize and meet project deadlines; operate a computer, software programs, and other modern office equipment.

Establish and maintain effective working relationships with other employees, and with those contacted in the course of the work.

**Education and Experience:**
Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

**Education**
Be an undergraduate or graduate student with a major in City Planning, Public Administration, Architecture, Geography, Landscape Architecture, or similar field.

**Experience**
No experience necessary

**Licenses/Certificates**
Possession of a valid California Class C driver’s license.

**Physical Demands and Work Environment**

**Physical demands**
The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employer is regularly required to sit at a desk and in meetings for long periods of time; to stand at the counter for long periods of time; talk or listen, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment, surrounding desk; walk to observe construction activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

**Work environment**
Characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is generally in a temperature controlled office. Noise levels in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, telephones and other office equipment. While performing duties, the employee is regularly required to use written and oral communication skills; analyze planning and building services, and technical reports; research and write staff reports and other documents.

Department: Planning and Building
FLSA Status: Non-Exempt
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