

Classification Specification **ASSISTANT PLANNER**

Date Prepared: January 2002

FLSA Status: Non-Exempt

Date Revised: October 2016
Mar 2006

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SERIES CONCEPT

The Assistant Planner is the mid-level classification of the planner series, which includes Senior Planner, Associate Planner, Assistant Planner, and Planning Technician.

GENERAL DESCRIPTION

Researches, develops and implements plans, studies, ordinances, and recommendations pertaining to land use, transportation, environment and other functional planning areas. Conducts data research and analysis and prepares data reports.

Positions in this classification work under supervision.

ESSENTIAL JOB FUNCTIONS

- Assists in projects and programs within planning areas such as land use, transportation, economic development, or environment.
- Conducts investigation, analysis, and preparation of documents and reports on planning issues, policies, and their applications and/or supports data collection, analysis, and studies relating to land use, transportation, economic and/or community development, or environmental impacts.
- May assist in preparation of grant applications for federal, state, local and other funds to further Council goals and objectives.
- Complies with all relevant rules and regulations.
- Communicates and interacts with staff at other organizations.
- Serves as planning representative and/or coordinator on committees and boards.
- Advises appointed or elected officials on planning procedures and policies with respect to individual programs and projects.
- Provides technical and staff support to other staff members within the organization.
- Conducts public involvement and education processes.
- Responds to public inquiries as directed by supervisor.
- Makes presentations and acts as resource to public and private officials.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions assigned to the Assistant Planner classification are distinguished by the knowledge of principles and practices within a particular functional planning area, and by the responsibility for reviewing and developing documents and both developing and presenting recommendations in coordination with Associate Planners/ Senior Planners/ Division Directors and staff from other agencies.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

EXPERIENCE – MINIMUM:

One year of experience assisting in the design or implementation of ordinances, comprehensive, and community plans.

EDUCATION – MINIMUM:

Bachelor's degree in planning or a related field such as geography, economics, political science, or environmental studies.

OR SUBSTITUTING

Any demonstrated combination of experience and education, which provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Workload organization principles; assumes responsibility for meeting established deadlines and reporting on progress.
- Computer applications such as spreadsheets, databases and word processing systems and their application in agency operations.
- Principles, practices, regulations, and techniques.
- Research methods and practices.
- Microsoft Office software for document, spreadsheet, and presentation preparation.

Ability to:

- Problem solve.
- Resolve conflict in an open and inclusive manner.
- Write clear and concise reports and plans.
- Organize and prioritize workload.
- Organize and participate in public meetings and communicate ideas effectively.
- Establish and maintain effective working relationships with agency staff.

SPECIAL REQUIREMENTS

May be required to work evenings and weekends.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.