

## PLANNING ASSISTANT

### JOB DESCRIPTION

**Classification Responsibilities:** A Planning Assistant performs paraprofessional planning work involving the research, organization, and graphic presentation of zoning and planning data. Responsibilities may include: assisting professional planners in compiling data, assembling and distributing packets for board meetings, setting up meeting rooms, taking minutes, creating agendas, preparing ArcView maps for ordinances and vicinity locations, updating databases, and processing applications. A significant element of the work involves preparing/coordinating packets, mapping graphics, exhibits, and minutes for public hearings. Work also includes some fieldwork to gather data, photograph sites, and ensure public hearing signs are posted. Customer service work involves answering general questions regarding planning information, zoning ordinance requirements, design review, land development regulations, rezoning and variance requests, and the public/civil hearing processes. This class is responsible for performing related duties as required.

**Distinguishing Features:** A Planning Assistant is supervised by a professional planner, who reviews work upon completion and provides regular consultation and advice. This class is FLSA nonexempt.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from high school or GED. Good (1 - 3 years) experience in a paraprofessional or administrative support capacity for planning, drafting, or civil engineering technician work.

**Special Requirement.** Must possess a valid Class D Arizona Driver's License by hire or promotion date.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Supplemental coursework in Drafting, Arc GIS, AutoCad, Microsoft Access, and Urban Planning is highly desirable. Some experience in computer aided mapping software desired.

### ESSENTIAL FUNCTIONS

**Communication:** Communicates with government agencies, developers, real estate and design professionals, and the general public by providing information and responding to questions about public and civil hearing cases and the City's ordinances including: Zoning, Sign, Manufactured Home and Recreation Vehicle, Subdivision, Property Maintenance, and Public Nuisance. Produces staff reports and correspondence by researching the needed background information in order to explain which ordinances and policies should apply to the consideration of a specific land use proposal or previously approved case.

**Manual/Physical:** Uses graphic instructions such as blueprints, aerials, and site plans in order to illustrate or clarify staff recommendations/site locations for public hearings and public meeting members. Measures distances using a scale measure to calculate areas on site plans and to draft site plans. Organizes planning materials for file retention; microfilming; labels and stores material in files or boxes; and maintains computer records of retained documents. Enters detailed case information into database. Updates procedure manuals. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to travel to development sites for data gathering; to post public hearing signs; to photograph sites, landscaping, signs or development; to gather petition signatures; and to deliver meeting information packets for public hearings and public meeting members. Uses computer graphics and Arc GIS program to draw exhibits; prepare maps and/or letter maps, site plans, graphs, and charts; and design pamphlets, report covers, and posters in order to illustrate and clarify written material used to inform the public and review boards. Moves and stacks boxes of files weighing 30 to 40 pounds in order to perform physical inventories of the same. Creates charts, schedules, graphs, maps, presentation graphics, and ArcView maps to relay precise information at public hearings and in accordance with state statutes. Meets scheduling and attendance requirements.

**Mental:** Assists professional staff members in the preparation and review of application materials by researching and preparing materials related to the submittal. Assists in reviewing the applications for completeness and inspects and photographs the individual sites being reviewed. Learns job-related material primarily through verbal instruction, observation in an on-the-job training setting regarding written City ordinances and staff reports, and established procedure manuals. Prioritizes own work such as research of information for cases to be reviewed, preparation of draft board minutes, posting of public notices, creation of ArcView exhibits, and preparation of public hearing agendas.

### **Knowledge and Abilities:**

Knowledge of:

the City of Mesa's ordinances such as: Zoning, Sign, Manufactured Home and Recreational Vehicle, Subdivision, Property Maintenance, and Public Nuisance;  
personal computer software applications, particularly word processing and database management; and  
drafting, mapping, graphics, cartography, fundamental GIS concepts, database entry, legal notice requirements, record retention schedules, and illustration methods and materials.

Ability to:

communicate appropriately with a demanding and diverse public in answering questions and explaining the City ordinances, development standards, and the General Plan;  
prepare accurate zoning maps and ordinance maps in ArcView;  
work effectively as a team member;  
understand all aspects of regulatory and legislative process; and  
establish and maintain effective working relationships with coworkers, management, employees from other departments, outside agencies, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 6/25

AD/js

CS4027.DOCX (Full-time)

CS4070.DOCX (Part-time)

EEO-Para

JOB FCTN-TEC

Non-DOT Safety and Security-N

CDL-N

RESP-N

PAY GRADE: 48

PAY GRADE: 48

IND-8810

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 50-200