

PLANNING AIDE, 7943

Summary of Duties : Performs subprofessional planning duties in assisting professional planning personnel in the preparation of reports, studies, surveys, and plans; and does related work.

Distinguishing Features : Planning Aides perform a variety of subprofessional duties in assisting professional planning personnel. The class of Planning Aide is distinguished from professional City Planning classes in that Planning Aides do not normally exercise independent planning judgment. Additionally, they normally assist professional planning personnel by performing the more routine planning duties such as collecting and verifying data, performing field and file investigations, and assisting in the preparation of reports and graphic presentations. A Planning Aide may utilize computer based systems or equipment in conjunction with the performance of these duties.

Planning Aide is a temporary training class which provides an opportunity for employees with considerable experience in the nonprofessional aspects of City planning to develop the skills, knowledges, and abilities necessary to qualify for promotion to professional City Planning classes. Employment as a Planning Aide is limited to six years during which time the incumbent is expected to qualify for promotion.

Examples of Duties : Under the direction of professional planning personnel, conducts research and assists in the preparation of reports on specifically assigned minor problems in the field of zoning, subdivisions and various planning cases; performs simple statistical computations; checks and verifies legal and property data; collects and assembles data from maps, books, and field investigations of a statistical nature and tabulates data in the form of preliminary graphs, charts and maps to illustrate studies of transportation, environmental impacts, population, traffic, land use, highway and street systems, residential and business areas, recreational and playground areas, and subdivisions; answers routine questions and supplies technical information to the public on the telephone and at a public counter; conducts necessary investigations and prepares files and updates records for subdivision and private street maps; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A working knowledge of the terminology, techniques, and sources of information applicable to the collection and compilation of data pertaining to city planning; a general knowledge of the principles, practices, techniques, and purposes of city planning; a general knowledge of City Charter provisions and local, State, and

Federal laws pertaining to city planning; a general knowledge of accepted standards for locating streets and highways, recreational, educational protective and other public facilities, and industrial, commercial, and residential areas; the ability to maintain cooperative relationships with other City departments, governmental agencies, as well as civic and professional organizations; the ability to deal tactfully and effectively with personnel of other agencies, various officials, employees, and the public; the ability to conduct field surveys and investigations; and the ability to collect data pertinent to city planning.

Three years of planning experience in a position which is at least at the level of Senior Clerk Typist and which provides experience in the research and preparation of data used in urban planning studies or reports is required.

License : A valid California driver's license is required.

Physical Requirements : Strength to perform average lifting up to 5\pounds and occasionally over 15 pounds; good hearing and speaking ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.