



City of Lindsay

ASSISTANT CITY PLANNER
JOB DESCRIPTION

Class Title: ASSISTANT CITY PLANNER
Department: PLANNING
Location: 251 E HONOLULU

GENERAL DESCRIPTION:

The City of Lindsay is seeking applications for the position of Assistant City Planner. This is a part-time position.

SUPERVISION RECEIVED:

Works under the supervision of the City Planner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops planning studies and reports in support of new and updated plans, programs and regulations.
- Reviews or assists in the review of moderately complex development proposals and site plans for conformance with codes, plans, and regulations.
- Prepares and presents detailed reports on development proposals to government bodies.
- Collects a variety of statistical data and prepare reports and maps on topics such as census information, land use, tax base data, and occupancy rates.
- Evaluates or assists in the evaluation of rezonings, ordinance amendments, site plans, special use permits, variances and other proposals.
- Acts as liaison between community groups, government agencies, developers and elected officials in developing neighborhood plans.
- Coordinates community review of public and private development projects.
- Provides information to the public regarding development regulations.
- Assists in resolving citizen and customer issues.
- Oversees the work of consultants and interns.
- Conducts field evaluations and assessments.
- Occasionally attends evening meetings.

EDUCATION AND EXPERIENCE:

- Graduate of a four-year accredited college or university.
- Bachelor's degree in Urban Planning, Architecture, Public Policy, Geography, or related field.
- A different educational background with planning-related experience would be considered.

NECESSARY SKILLS AND KNOWLEDGE:



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- Oral communication and interpersonal skills to explain rules and procedures clearly to the public.
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed.
- Knowledge of the principles and practices of planning.
- Knowledge of a relevant specialization such as transportation, land use, or affordable housing is desired.
- Knowledge of principles and practices of research and data collection.
- Knowledge of effective writing techniques.
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations.
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, GIS, and AutoCAD or SketchUp.

PHYSICAL DEMANDS:

The physical 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is generally required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here 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 noise level in the work environment is low to moderate.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.