



City of Casa Grande

### **Planning Assistant**

**GENERAL PURPOSE:** Under general supervision, performs responsible paraprofessional planning work involving research, organization, and graphic presentation of planning and zoning data.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists in compiling data, assembling and distributing packets for board meetings, creating agendas, taking minutes, preparing visual exhibits and presentations for meetings and public hearings.
- May make presentations or assist with presentations to the Planning & Zoning Commission, Board of Adjustment and Historic Preservation Commission on pertinent matters.
- Assists in the review and processing of various applications, permits and plans.
- Answers general questions regarding planning information, zoning ordinance requirements, design review, land development regulations, rezoning and variance requests, and the public/civil hearing process.
- Assists in processing annexation requests.
- Prepares and maintains databases, reference manuals, files, records and correspondence.
- Performs other duties as assigned or required.

**SUPERVISION EXERCISED:** None.

## **MINIMUM QUALIFICATIONS:**

### **Education and Experience:**

Graduation from high school or equivalent, and three (3) years of experience in a paraprofessional or administrative support capacity for planning, drafting, or civil engineering technician work; OR an equivalent combination of education and experience.

### **Necessary Knowledge, Skills and Abilities:**

- Knowledge of community planning processes and terminology.
- Knowledge of city ordinances, code enforcement, zoning ordinances, property designations, and the like.
- Knowledge of office practices and procedures, general office equipment and appropriate system software.
- Knowledge of basic research methods.
  
- Skill in collecting, tabulating, organizing, evaluating, analyzing and presenting data and information.
- Skill in applying ordinances, rules and guidelines to planning processes.
- Skill in preparing documents, staff reports and visual presentations, and delivering staff presentations.
- Skill in working under pressure of deadlines, maintaining a professional demeanor during stressful situations, and establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in making reports and keeping records.

**Special Requirements:** Possession of a valid Arizona Driver's License.

**Physical Demands / Work Environment:** Standard office environment.

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