

PURPOSE OF THE CLASSIFICATION: Under direct supervision, performs entry level professional work involving planning and land use activities, and, under the direction of Planning staff, providing support for citizens, authorities, boards, and commissions, the administration, City departments, and elected officials; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Serves as support in inclusive, collaborative and meaningful public engagement efforts to facilitate the development of comprehensive, district and neighborhood plans
- Assists in the creation of plans developed to address citizen concerns
- Participates in the writing and development of plan documents
- Conducts research in specific or varied project areas and compiles, computes, and presents planning data
- Assists in implementation efforts of adopted plans
- Assists in the design and implementation of planning programs
- Assists in conducting comprehensive plan conformance reviews for various planning initiatives
- Assist the interpretation and preparation of maps, plans, charts, or other graphic illustrations
- Assists in the analysis of a variety of planning issues and the development and presentation reports and recommendations in public meetings
- Under direction, works with applicants to support development proposals that encourage high quality growth and development and implements adopted plans, policies and regulations
- Writes project-related reports and prepares working papers and other correspondence
- Speaks effectively at community, neighborhood or other public meetings, as needed
- Provides customer service to the general public regarding planning and zoning matters.
- Assists in other planning initiatives as assigned
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria per Personnel Policies and Procedures, Section 100:

- (a) Completion of 120 hours from an accredited college or university preferably in planning, community development, geography, urban design, architecture, landscape architecture, or a other related fields.

Knowledge, Abilities and Skills:

Knowledge of:

- The principles and practices of planning
- A relevant specialization such as land use/zoning, transportation planning, environmental planning, urban design, housing, historic preservation or economic development is desired
- Principles and practices of research and data collection
- Effective writing techniques
- Computer programs and applications, which may include Microsoft Office, Internet applications, and database management
- Geographic Information Systems (GIS) programs *preferred*
- The principles and practices of urban planning, community research and statistical analysis

- The techniques of planning research
- Economic, social, health and/or physical needs of an urban community
- Physical design as applied to city planning

Ability to:

- Assist with carrying planning assignments to completion through the formulation of creative planning solutions
- Compile and analyze technical and statistical information and to prepare comprehensive technical reports
- Interpret laws and regulations
- Work collaboratively with a wide array of individuals from various backgrounds
- Work well with the general public
- Manage and ensure accuracy in large amounts of data
- Assist with the review of detailed site plans and architectural drawings
- Complete work in an efficient and timely manner while experiencing regular interruptions
- Assist with the review of plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions
- Create graphic designs, development strategies, and render site plans via sketches and/or computer graphics highly desirable.
- Provide support for several projects or issues simultaneously
- Work independently or in a team environment as needed
- Attend to details while keeping big-picture goals in mind
- Facilitate in-person and virtual public participation activities

Skill in:

- Communicating effectively orally and in writing
- Creative problem-solving
- Gathering relevant information to solve practical problems and address citizen inquiries and concerns

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; occasional pushing and pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a valid class "D" Oklahoma Driver license (some positions)

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and may be required to attend public meetings and hearings outside normal office hours for which private means of transportation must, occasionally, be available.

EEO Code: N-02

Group: Clerical and Administrative

Series: Urban Development