



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 832.1

Job Title: **ASSOCIATE PLANNER**

Pay Grade: 13

### **GENERAL SUMMARY:**

Provides technical assistance regarding state funded grant programs. Assists in the investigation and research of needs assessments for departmental services. Prepares periodic reports and other correspondence on current projects and service delivery.

### **RESPONSIBILITIES:**

- Prepares various periodic reports, as a means to monitor needs for services.
- Performs research for other departments as requested.
- Assists in preparing grant applications for matching funds.
- Initiates reviews of projects by issuing periodic project status reports on active grant projects.
- Administers grant billings, close out projects and other projects as needed.
- Prepares special reports as required to evaluate needs for departmental services.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Urban Planning, Architecture, Civil Engineering or an equivalent in-depth specialized training program that is directly related to the type of work being performed.

#### **EXPERIENCE:**

No experience is required.

#### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures.

#### **IMPACT OF ACTIONS:**

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

#### **SUPERVISION EXERCISED:**

##### **Direct Supervision:**

No direct report employees.

##### **Indirect Supervision:**

No indirect reports.

## **SPECIFICATIONS: (continued)**

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

#### **External Contacts:**

Level of external contact is primarily with lower-level service representative and vendors. Interaction involves routine information exchange and/or simple service activity which requires common courtesy; e.g., directing calls and answering simple questions.

### **PHYSICAL EFFORT:**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within minor demanding tolerances; or the ability to make simple eye/hand movements on a patterned response space within very low tolerance demands.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Associate Planner  
Planner  
Senior Planner  
Planner Leader

*Effective: October 1990  
Revised: November 1995*