



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 833.6

Job Title: **Assistant Planner**

Pay Grade: 15

GENERAL SUMMARY:

The position is an entry-level position within the professional planning classification. It devotes a significant amount of time on basic planning responsibilities, related routine administrative or regulatory tasks, and assisting other staff on planning projects of varying complexity.

RESPONSIBILITIES:

- Reviews, or assists in reviewing, development proposals of limited complexity for compliance with applicable regulations.
- Provides technical assistance and professional support in the administration of specific planning programs, regulations, or ordinances.
- Performs routine administrative tasks in designated planning program areas; including data entry, file management, and responding to customer inquiries.
- Researches and compiles information on a variety of planning issues from multiple sources.
- Prepares maps and other graphical representations of data of varying complexity.
- Works closely with the public on basic planning programs, requirements, or ordinances.

SPECIFICATIONS:

KNOWLEDGE:

Requires basic knowledge of planning principles and practices. Knowledge of this level is typically obtained through a Bachelor's degree in Urban Planning, Architecture, Civil Engineering, Geography, Public Policy or an equivalent in-depth specialized training program that is directly related to the type of work being performed.

EXPERIENCE:

No experience 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.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professional 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 citizens, visitors, and/or low-level representatives of government agencies, vendors, and professional contacts with allied organizations. Interaction involves information exchange and/or simple service activity requiring moderate tract and cooperation.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

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 moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

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

JOB FAMILY:

- Assistant Planner
- Planner I
- Planner II
- Planner III
- Planner IV
- Principal Planner
- Planner Manager

Effective: March 2016