

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Assistant City Planner</u>
Sch & Grade	<u>PAT-6</u>
Class Code	<u>CF20</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Planning</u>

**PRIMARY PURPOSE:**

Provides technical planning support for planning, development review, economic development and neighborhood programs and projects in the Planning & Development Department as assigned.

**SUPERVISION:**

Under general supervision.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Provides technical support regarding planning and development programs and projects.
2. Performs assigned projects, tasks and duties related to plan preparation and maintenance as well as planning related research.
3. Assists in the review of development plans, zoning actions and subdivision proposals for consistency with the City's plan, policies and programs.
4. Assists with public information and citizen involvement programs related to assigned projects and programs including responding verbally and in writing to questions and requests from the public regarding land development issues and planning programs.
5. Assists in conducting investigations for code and ordinance violations; researches records; collects and analyzes data; reads and interprets, and verifies legal descriptions, maps and aerial photographs, and conducts field surveys.
6. Maintains applicable legal and technical records and reference materials.
7. Operates computers utilizing necessary software applications to prepare staff reports, legal descriptions, some correspondence, case history tracking, update web pages, etc.
8. Uses GIS to input and analyze data and create and print maps, mailing lists and other documents.
9. Travels to sites throughout the City to conduct field work, post signs on properties etc.

**IMPORTANT FUNCTIONS:**

1. Attends conferences, workshops, seminars, and other training for professional development purposes.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Principles, procedures, and practices of planning and land development; basic math applications.

**Abilities**

Read and interpret maps, aerial photographs, and other graphic material; learn applicable codes, ordinances, state statutes, charter provisions, and the City's Master Plan; conduct research; utilize a variety of computer software applications; effectively present data and information in visual aid form; compile a variety of data and information; follow oral and written instructions; communicate effectively both verbally and in writing; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; present an overall professional image; perform the essential function of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Requires graduation from an accredited college or university with a Bachelor's Degree in Urban Planning, Geography, Public Administration, Architecture, Landscape Architecture or a related field. Directly related experience can be substituted for the education requirement on a year-for-year basis.

**Physical Requirements**

Ability to operate a computer keyboard and mouse, push and pull up to 25 pounds; hold and grip objects; may be subject to long periods of standing; distinguishes colors as used to identify various zoning districts.

**Working Environment**

Primarily indoors with heating and cooling regulated; may work outdoors when conducting field surveys, posting proper signage, etc. and therefore susceptible to extreme weather conditions.

**Licensing/Certification**

None required.

**Miscellaneous Requirements**

If driving a vehicle when performing job duties, must possess a valid Missouri Motor Vehicle Operator's License.

<b>Last Revision:</b>	February 8, 2012	<b>GENERAL ORDINANCE NO.</b> 3324
<b>Comments:</b>	Updated Abilities	<b>Date:</b> June 14, 1982

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_