



ASSISTANT PLANNER JOB DESCRIPTION

Job Title: **Assistant Planner**

Job Code: **PP160**

Pay Grade: **120**

Effective Date: **October 2007**

FLSA: **Non-Exempt**

Revision Date: **May 2021**

NATURE OF WORK

Under close supervision, performs a variety of routine planning functions on behalf of the Lewis County Planning Division; provides customer service to the public; conducts planning research; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS:

*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.*

- Responds to planning inquiries from the public at the permit counter, via telephone and email, and during pre-application conferences between staff and the public.
- Provides information regarding planning policies and permitting processes; interpret and explains codes.
- Receives and processes various types of current planning permit applications.
- Conducts planning research, analysis, and special projects as assigned.
- Prepares staff reports and other documents used in long-range planning.
- Presents planning information to committees, elected officials, the Planning Commission, and the public.
- Participates in investigating code violations; works with property owners, Code Enforcement Officers, and the County Prosecutor's Office to correct and resolve violations in code.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and occasionally in the field when assisting other Planners during onsite reviews; work involves public contact, light physical demands, and frequent use of a personal computer.

DISTINGUISHING CHARACTERISTICS:

This is the entry level in the Planner job series with emphasis on direct customer contact and response to public inquiries regarding County development regulations.

EMPLOYMENT STANDARDS:

Bachelor's Degree in Urban Planning, Regional Planning, or a closely related field; AND six (6) month's experience as an intern in a community development department.

A valid Driver's License is required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Principles and practices of planning.
- Planning policies, procedures, and processes.
- Regulations and codes governing planning activities.
- Planning records, reports, and documentation.
- Customer service standards and protocol.

Skills in:

- Performing a variety of basic planning functions.
- Responding to routine planning inquiries, interpreting basic development codes, and providing customer service to the public.
- Conducting planning and policy research and analysis.
- Operating office equipment and utilizing GIS and standard computer software applications.
- Establishing and maintaining effective working relationships with other staff, County departments, outside agencies, and the general public.
- Communicating effectively verbally and in writing.