

POSITION: Planning Aide
GRADE: 6N
CODE:

FLSA: Non-Exempt
DATE: 8/98

Job Summary: Responsible for maintaining county addressing system; performs research; reviews property transfers and minor subdivisions; works under general supervision; performs other duties as assigned.

Essential Functions:

1. Assigns addresses to new buildings based on addressing procedures;
 2. Performs monthly mailing of new and/or changed addresses to appropriate agencies;
 3. Obtains and compiles statistical data as directed;
 4. Researches and makes field studies of resources and conditions within the County including deed searches and zoning maps;
 5. Assists in publishing and distributing of charts and maps dealing with existing and proposed development;
 6. Reviews property transfers by verifying grantor and grantee information and resolves associated issues;
 7. Performs customer relations activities such as answering phone calls and sending out letters;
 8. Reviews and processes minor subdivisions for department approval;
 9. Performs other duties as instructed and assigned;
 10. Reports to work regularly and on-time.
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Required Knowledge, Skills, and Abilities:

1. Introductory knowledge of the practices and objectives of local and regional planning;
 2. Knowledge of research techniques and methods;
 3. Knowledge of procedures for collecting research data and applicable methodology for the utilization of such data;
 4. Skill in cartographic drafting and preparation of visual aids and interpretation of aerial photograph;
 5. Ability to interpret elementary engineering designs and forms as applied to the preparation of planning reports and studies;
 6. Ability to communicate effectively both written and orally.
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Education and Experience:

1. High School diploma or GED;
2. Two years of training or education in a field related to planning.

Physical and Environmental Conditions: Work requires light physical effort in the handling of light materials and equipment in non-strenuous work positions.

Work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, e.g., use of safe work practices with office equipment, avoidance of trips and falls, and/or working in moderate outdoor weather conditions.

The above job description is not intended as, nor it should be constructed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.