

City of Fort Worth, Texas Job Description

Classification Title	Planning Assistant		
Job Code:	TC5350	Job Family:	Technical/Para-Professional
Pay Grade	508	Date Reviewed:	06/27/15
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Performs tasks associated with supplying planning information regarding applications for zoning, platting, residential and commercial board of adjustments, and certificate of appropriateness. Assists the general public, developers and contractors in assigned planning activities and application process.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Prepares technical reports for various boards and commissions concerning pertinent facts, relevant past information, comments and concerns from other City departments and private companies.
2. Assists the general public, developers, contractors, engineers and realtors in filing zoning change requests, preparing plats, residential and commercial board of adjustment and certificate of appropriateness applications. Answers questions regarding property development, zoning restrictions and mixed-use development standards and historic district guidelines.
3. Receives land development applications. Reviews applications for completeness and accuracy. Records applications in a computer database for numbering and identification purposes.
4. Composes notices of public hearings and determines individuals to be notified. Prepares dockets and agendas for planning commission meetings. Attends various board and committee meetings. Compiles notes related to various cases.
5. Reviews building permits to ensure compliance with local zoning, subdivision codes, ordinances regulations, mixed-use development standards and historic district guidelines. Inputs a variety of data related to development and appraisal records.
6. Maintains files for zoning, platting, residential and commercial board of adjustment, downtown historic preservation and other City boards and commissions. Updates case history database.
7. Monitors and updates Global Information System (GIS) database.
8. Performs other duties as required.

9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Planning terminology and land use designation.
- Principles and practices of subdivision development, zoning, real estate, and land development.
- Methods and procedures of computerized data management.
- Clear and concise report preparation.
- Methods and techniques of problem solving, research procedures, and public relations.
- Current literature, information sources, and research techniques in the field of municipal planning.
- Pertinent Federal, State and local laws, codes and regulations applicable to municipal planning.
- City Ordinances, Rules, and Regulations.
- Microsoft Office Suite, GIS Systems, and Accela Information Automation permitting software and planning related websites.

- **Skill in:**

- Planning and prioritizing.
- Observation and decision-making.
- Organization and time management.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Interact with citizens, developers, engineers, surveyors, and realtors regarding planning and development activities.
- Prepare, examine, and verify a variety of documents and reports.
- Assist in the work of the planning staff.
- Operate a computer in performance of assigned duties, using a variety of software applications.
- Perform technical planning responsibilities using mathematical modeling and microcomputers.
- Interpret plats related to assigned planning and development duties.
- Prepare contracts following specific guidelines, if applicable.
- Interpret and explain City planning and design policies and procedures.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships

MINIMUM JOB REQUIREMENTS

High school diploma/GED and two years' experience in planning related activities including reviewing zoning change requests, preparing plats, or title searches.

OTHER REQUIREMENTS

Valid Texas Driver's License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.