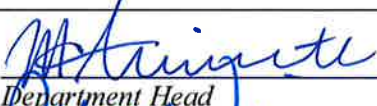

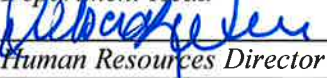



**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Planning Assistant	PAY GRADE: B22
DEPARTMENT: Community Development	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
REPORTS TO: PS2010	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BARGAINING UNIT: N/A	SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<hr/>	
APPROVED: 	
<i>Department Head</i>	<i>Date</i>
	
<i>Human Resources Director</i>	<i>Date</i>

I. PURPOSE SUMMARY. Provide initial customer service contact; process special use and building permits, planning documents, zoning and subdivision applications, codes enforcement cases, and related development issues. Assist professional level Planners through analysis, research, and development of graphics and GIS reports. Position may be in DAC, ETZ or Advance Planning, Codes Enforcement, or Planning and Permitting.

II. ESSENTIAL DUTIES.

- Assist the public in applying planning requirements, zoning regulations, and information to project construction and development plans.
- Assist the public in submitting applications for land use requests and zoning changes, special use permits, subdivisions and variances to name a few.
- Provide and research information regarding planning and building applications, ordinances, codes, policies, plans, and regulations, including building codes, subdivision and zoning regulations, grading and erosion control measures.
- Perform field investigation of property conditions and provide information by coordinating with appropriate agencies.
- Coordinate between planners, inspectors, developers, consultants, contractors and other departments and outside agencies.
- Review all site plans and research deeds; conduct intake and distribution of paperwork.

III. ADDITIONAL DUTIES. Work with building services to resolve permit issues and other related duties as assigned.

IV. QUALIFICATIONS.

- A. Education.** Associate's degree in a related field
- B. Education/Experience substitution.** In accordance with County policy
- C. Experience.** Three (3) years experience in planning, engineering, architectural technology, or code enforcement is required at the technical or para-professional level
- D. Licenses/Certifications.** Must have a valid unrestricted driver's license
- F. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).** Background check and driver's license record

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Knowledge of standardized rules, procedures, or operations that require considerable training and experience to perform the full range of standard clerical assignments to resolve recurring problems; state statutes and county ordinances in relation to zoning, land use, and subdivision; land use concepts, urban development issues; building and permitting codes, design standards and issues for Doña Ana County Subdivision and Zoning Ordinances.

Skill and ability to interact with the public in a diverse environment; read, understand, and interpret codes and ordinances; use a personal computer; perform property and deed research; learn various software and operating systems used or adopted by the department; understand and convey technical information; communicate effectively both orally and in writing; prepare documents, tabulations, reports and simple graphics; perform moderately difficult mathematical and statistical calculations.

2. FREEDOM TO ACT.

The supervisor makes assignments by defining objectives, priority, and deadlines, and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and requirements. Methods used in arriving at end results are not usually reviewed in detail.

3. GUIDELINES AND JUDGMENT.

Procedures for doing the work have been established, and a number of specific guidelines are available. The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application, and in making minor deviations to adapt the guidelines to specific cases or problems.

4. PHYSICAL DEMANDS.

The work is sedentary. Typically the employee sits comfortably to do the work. There may be some walking, standing, bending, carrying of light items. No special physical demands are required to perform the work.

5. WORK ENVIRONMENT.

The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, residences, commercial vehicles. The work area is adequately lighted, heated, and ventilated.

IV. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by:

Employee

Date