

## JOB DESCRIPTION

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TITLE: Associate Planner (Planner I)  
DEPARTMENT: Development Services  
REPORTS TO: Development Services Director  
FLSA STATUS: Non-Exempt

### **GENERAL DESCRIPTION**

Associate Planner is an entry-level professional classification. The position reports to the Development Services Director and assists in any operations within the Department. The position will perform day-to-day development and management tasks for planning projects and programs that could involve inter-agency and/or multi-jurisdictional entities. The position is responsible for researching planning topics, preparing reports, preparing presentations, preparing maps, overseeing site designs, and retrieving data. The position will provide support to staff, management, contactors, consultants, other agencies, entities, and the general public. Must have the ability to perform under a complex assignment of projects, dealing with multiple projects, spend time working in the field to verify data input, maintain and update data, and perform other related work as assigned.

### **DUTIES and RESPONSIBILITIES** – Duties may include, but are not limited to the following:

- Provide customer service to the public in any form of communication, including answering the telephone and responding to questions and requests for information regarding fees, codes, and general citizen inquires;
- Investigate complaints received regarding the municipal code, state and/or federal laws;
- Research specific topics to inform policy recommendations;
- Prepare written, verbal, and visual materials for general meetings and public meetings;
- Organize events, while offering community outreach to ensure adequate public process is occurring;
- Assist in developing RFP, RFQ, NOI, and grant writing;
- Conduct field visits and inspections to study a specific planning issue;
- Utilize GIS data to analyze specific planning issues as assigned;
- Perform tasks to support ordinance proposals and updates;
- Perform and coordinate training and/or training events as needed;
- Maintain office archiving and record management;
- Operate a variety of office equipment including telephones, computers, copy machines, and facsimile machines;
- Operate a variety of office software including Microsoft Word, Excel, PowerPoint and Outlook; and
- Any activity that is the responsibility of the Development Services Department or work-related assignment given by the Development Services Director.

### **QUALIFICATIONS**

#### *Possession of:*

- Strong skills in oral and written communications;
- Time management skills;
- Ability to work independently and collaboratively with a team or external partners
- Knowledge in Geographic Information Systems (GIS), Microsoft Office (Excel, PowerPoint, Outlook, Word) and other software used within the City;
- Creative problem-solving skills;

- Ability to review plans and apply provisions of the ordinances and codes to determine compliance;
- Knowledge of general office procedures, methods and computer equipment; and
- Knowledge of proper telephone and email etiquette.

Ability to:

- Make complex decisions in accordance with established policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Communicate city codes and ordinances to the general public.
- Respond to and resolve difficult and sensitive citizens inquires and complaints by email, telephone, and/or in person.
- Maintain effective working relationships.

**EXPERIENCE AND TRAINING GUIDELINES**

Education and/or Experience:

- Bachelor's degree in urban and regional planning, landscaping architecture, architecture, public policy, engineering, or related field
- Two (2) years of professional work experience is preferred

License or Certificate:

- Possession of, or ability to obtain, an Oklahoma valid driver's license.

**WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

Working Conditions:

- The position may, at times, be exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, and traffic;
- Subject to local travel on a daily basis; and
- Occasional assistance and/or attendance of events or meetings after regular business hours.

Physical Requirements:

- Requires light work involving standing or walking, bending, crawling, twisting, reaching and exerting a weight ranging from 10 to 50 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment;
- The position may require normal visual acuity and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, or texture perception;
- Mobility to enable the continuous movement of one's self from place to place when conducting field surveys and inspections.