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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | CITY AND REGIONAL PLANNING AIDE  |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The position of city and regional planning aide consists of compiling data from various sources, such as maps, reports, and field and file investigations, for use by city planner in making planning studies. |
| QUALIFICATIONS & REQUIREMENTS: | * A bachelor’s degree or equivalent;
* Ability to give full attention to what other people are saying and to use logic and reason to identify the strengths and weaknesses of alternative solutions;
* Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.
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| COMPETENCIES: | * Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
* Integrity — Job requires being honest and ethical.
* Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
* Analytical Thinking — Job requires analysing information and using logic to address work-related issues and problems.
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| TASKS: | * Conduct interviews, surveys and site inspections concerning factors that affect land usage, such as zoning, traffic flow and housing;
* Inspect sites and review plans for minor development permit applications;
* Participate in and support team planning efforts;
* Prepare reports, using statistics, charts, and graphs, to illustrate planning studies in areas such as population, land use, or zoning;
* Prepare, develop and maintain maps and databases;
* Prepare, maintain and update files and records, including land use, data and statistics;
* Provide and process zoning and project permits and applications;
* Research, compile, analyse and organise information from maps, reports, investigations, and books for use *in re*ports and special projects;
* Respond to public inquiries and complaints;
* Serve as liaison between the planning department and other departments and agencies.
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| LINES OF COMMUNICATION: | Specify |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |