

# CLASSIFICATION ADDENDUM

## Job Title: Planner Aide

Classification Specification: Administrative Specialist

Barg Unit: OPE

Pay Grade: B23

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

### Essential Characteristics and Duties Addendum

The Planner Aide performs paraprofessional duties offering customer service and land use, zoning, general utility, and fee information to the public; performs initial review of planning applications; reviews business license applications and building permit applications; documents receipt of planning applications; performs research; mapping maintenance and notifies GIS of mapping errors; performs site visits and inspections; creates and maintains printed forms, brochures and other planning resources. Performs related duties as assigned.

### Qualifications Addendum

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.*

#### Training & Experience:

- In the field of planning or related field, with an emphasis on experience in complex recordkeeping and data organizing, explaining procedures and regulations, and the processing of permits and/or applications.

#### Licensing Requirements:

- Valid Oregon Driver's license at time of appointment.

#### Knowledge:

- Principles and practices of relevant review and permit processes, rules and regulations relating to planning, zoning, and land use;
- Map and file history interpretation;
- Nomenclature, symbols, methods, techniques, and instruments used in planning activities.

#### Skills: *(Demonstrated skill in performing the following)*

- Mapping skills;
- Reading building plans;
- Performing field observations;

**Qualification For Grade Progression:** N/A

### Physical Requirements Addendum

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Light Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

### **Addendum History**

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