



# City of Peoria

## HUMAN RESOURCES

### **Title:** Associate Planner

**FLSA STATUS:** Exempt from overtime under FLSA.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from the Engineering Planning Manager or designee.  
This is a non-supervisory job classification

**MINIMUM QUALIFICATIONS**

- **Education:** Two-year Associates degree or equivalent.
- **Experience:** Minimum of one year related experience. Requires a working knowledge of standard practices and procedures.
- **Licenses/Certifications/Special Requirements:**
  - None

**PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.
- Bachelor's degree or equivalent in the fields of Urban Planning, Landscape Architecture, Geography or Public Administration.

**JOB SUMMARY**

The purpose of this position is to provide technical assistance and expertise for planning and land use issues. This is accomplished by the technical application of municipal planning principles, site planning and design principles, interpretation of City Zoning Ordinance and General Plan, and conducting research, review and analysis. This position also manages minor development cases and development proposals related to land use, site and architectural designs, Conditional Use Permits (CUP's), Temporary Use Permits (TUPs) and variances. Other duties include preparing reports, serving as an interdepartmental liaison and assisting on long-range planning topics.



### **ESSENTIAL FUNCTIONS**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages projects by reviewing applications and determining whether the proposed developments meet compliance, provides technical assistance to developers, recommends or denies proposals, identifies problems and initiates problem resolution. Prepares summaries, narrative statements and complex analyses of specific sites and projects.
2	Researches, compiles and analyzes data; identifies trends and makes recommendations for review; prepares and manages visual aids, updates maps; develops, revises and updates spreadsheets, graphs, charts, tables and other visual aids.
3	Provides technical assistance by representing the city; responds to requests and inquiries and recommends action to resolve complaints; participates in meetings and on committees; reviews plans, researches, interprets and applies applicable state, county and local codes, ordinances, and regulations, and conducts pre and post application meetings.
4	Supports field work by conducting inspections and assessments to ensure compliance, conducts site assessments, evaluates property, and determines development impact.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<b>Physical strength for this position is indicated below with “X”</b> 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.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<b>Work Environment for this position is indicated below with “X”</b> 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.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, printers, plotter, scanner copy/fax machine and related software, telephone, vehicle, camera, architectural/engineering scales, desk utensils.

**PROTECTIVE EQUIPMENT REQUIRED:**

None required.