

## NO RTEC JOB SPECIFIC SKILLS COMPETENCY

### CITY PLANNING AIDE (Urban & Regional Planning Assistant)

DOT CODE: 199.364.010 SVP 6

**Job Description:** Compiles data from various sources, such as maps, reports, and field and file investigations, for use by Urban Planner in making planning studies. *Physical Demands* - Light lifting, carrying, or moving (up to 20 lbs); *General Education Development* - R 4 M4 L4; *Aptitudes* - Above average Form Perception and Clerical Perception - Average General Learning Ability, Verbal, Numerical, Spatial, Motor Coordination and Finger Dexterity.

### CORE SKILL COMPETENCIES/INDICATORS:

1. Can demonstrate understanding of city and/or county-specific land use planning issues and concerns. (R, IN, S)
2. Can identify research and data collection procedures commonly utilized in urban and regional planning. (R, IN, S, T)
3. Can demonstrate knowledge of the basics of surveying and reading legal descriptions. (R, IN, S)
4. Can demonstrate knowledge of the use of assessor maps. (R, IN, S,)
5. Can demonstrate knowledge of conventional and computer automated geographic information systems used in urban and regional planning. (R, IN, S, T)
6. Can demonstrate knowledge of county or office-specific procedures in areas such as legal notice requirements, scheduling, assessor parcels, permit applications, title work, etc. (identify). (R, IN, S)
7. Can demonstrate computer skills for use in word processing and GIS operation. (R, IN, S, T)
8. Can demonstrate correct use of the Internet to perform research, and import/export data from systems. (R, IN, S, T)
9. Can demonstrate ability to import/export data between computer programs. (R, IN, S, T)
10. Can demonstrate proper techniques used to collect and compile data from maps, reports, investigations, and books. (R, IN, S)
11. Can demonstrate ability to accurately summarize or interpret information/data from maps, reports, investigations, and books. (R, IN, S)
12. Can demonstrate ability to use drafting and cartographic skills to develop maps and create materials suitable for public presentations and official documents. (R, IN, S)
13. Can demonstrate ability to design documents such as layouts and brochures. (R, IN, S)
14. Can demonstrate correct use of government codes in the areas of zoning, general planning, and flood crisis. (R, IN, S)
15. Can demonstrate ability to coordinate interviews and conduct field surveys of traffic flow, parking, housing, educational facilities, recreation, zoning, and/or other conditions which affect land usage. (R, IN, I, S)
16. Can demonstrate ability to prepare (or to assist in preparing) narrative reports, using statistics, charts, and graphs to illustrate planning in areas such as population, land use, or zoning. (R, IN, S)
17. Can demonstrate ability to appropriately respond to public inquiries and process permit applications. (R, IN, I, S, )
18. Can demonstrate ability to maintain maps and data systems. (R, IN, S, T)
19. Can demonstrate ability to prepare and update files and records. (R, IN, S)
20. Can demonstrate ability to communicate orally and in writing. (IN, I, S)
21. Can demonstrate ability to work under stress to meet schedule deadlines. (R, I)