

CITY OF SIMI VALLEY

PLANNING INTERN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under immediate supervision, supports the functions of the planning staff while gaining knowledge of basic planning functions; and performs other duties as assigned.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Learn the City's development application review process; learn to review applications for completeness; gain familiarity with site, topographic, landscape, and architectural plans; learn to read and interpret zoning codes; learn to read and explain City ordinances.
2. Provide technical support to planning staff by conducting research and preparing maps and graphics.
3. Assist planners with flood control program by determining the flood status of Simi Valley homes.
4. Prepare agendas and reports for review boards and meetings; provide required information for specific meetings; assist in the preparation and review of meeting minutes.
5. Answer questions and provide information to the public; research information and assist higher level planning staff with inquiries pertaining to current or comprehensive planning.
6. Research, collect, compile, record and summarize technical data; assist higher level planning staff assemble documentation for projects and presentations.
7. Assist higher level staff in the implementation of the geographic information system (GIS) by performing research, data entry and site inspections.
8. Assist in the enhancement of the department's record keeping system by organizing and computerizing files.
9. Participate in a variety of special projects as assigned.
10. May be required to use personal vehicle for assigned duties.
11. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Basic principles and concepts of urban planning.

Basic report writing, research methods and data compilation.
Principles of record keeping.
Modern office methods, practices, procedures and computer equipment.

Ability to:

Learn to interpret laws underlying the general plan, zoning codes, and applicable environmental laws and regulations.
Learn to interpret planning and zoning programs to the general public.
Compile technical and statistical information and prepare clear and concise staff reports.
Learn to read and interpret mapping and survey data, site plans, zoning codes, legal descriptions and related information.
Use a personal computer and use word processing, spreadsheet, database, and graphics software.
Learn Simi Valley ordinances, policies, and procedures.
Learn geographic information system (GIS) technology.
Learn pertinent laws, codes, ordinances, and regulations related to planning activities.
Learn the geography and the spatial development of Simi Valley.
Respond effectively to difficult and sensitive public inquiries.
Provide high quality customer service.
Understand and carry out oral and written directions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level work in urban planning, geography, or a related field.

Experience:

No experience is required.

License or Certificate:

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

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Office environment; work with computer and office equipment; work closely with others.

Physical: Sufficient physical ability to work in an office setting and operate office equipment; sit or stand for prolonged periods of time; operate motorized vehicles.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.