

## **Planning Associate**

The Department of Community Development is seeking a qualified individual to fill the position of Planning Associate within the Zoning and Development Services Division. This technical position performs multiple duties in support of other Zoning and Development functions. A key responsibility of this position is providing zoning and development information to the general public. Specific other duties will vary depending on the needs of the Division and the skills of the candidate, but may include, for example: review of zoning permits, calculation of subdivision potential, tracking of approvals, conditions or proffers, and researching development and permit history for a property. Minimum requirements include two years of administrative or technical experience working in zoning or related land development areas, preferably in a local government setting. Must have demonstrated record of initiative, problem solving and multi-tasking.

**EEO/AA/M/F/D**