

Job Title	Planning Aide
Closing Date/Time	Friday, February 26, 2021, 4:30 PM
Salary	\$1,739.92 - \$2,355.60 biweekly
Job Type	Classified-Full-Time - Permanent
Location	Long Beach, California
Department	Development Services (CL)

Applications are available online beginning Monday, February 8, 2021 through 4:30 PM, Friday, February 26, 2021.

Effective October 1, 2020 through September 2, 2021, current salary ranges may be impacted by the City-wide furlough.

**EXAMPLE OF DUTIES:** Under general supervision, performs a variety of para-professional level urban planning assignments in municipal planning, environmental review, and redevelopment and housing. Assists Planners with performing clerical tasks including, cataloging, filing, and indexing maps and plans; assists in the collection of research and analysis of data; responds to inquiries from the general public, development community and City officials and staff; maintains and updates various contracts, records, reports, and resources; assists staff with the preparation of written reports and recommendations related to zoning, land use, and other related fields; assists in interpreting provisions of ordinances, municipal codes and regulations; may conduct field surveys; performs other related duties as assigned.

**REQUIREMENTS TO FILE:**

An associate's degree from an accredited college or university in the field of landscape architecture, engineering, urban and/or public policy, geography, urban planning, architecture, environmental design, or a closely related field (\*proof required).

OR

Two years of full-time equivalent recent paid experience working in sustainability, urban planning/design, landscape architecture, environmental design or related field.

OR

Any combination of related education or experience totaling two years.

**\*Proof of required documents, such as degree or transcripts, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Degrees must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalence at the time of filing.**

Candidates must possess all of the following:

**Knowledge, Skills, and Ability**

- Knowledge of basic principles, practices, methods, and procedures of urban and regional planning, development, and zoning;
- Knowledge of research methods and sources of information related to urban growth and development;
- Knowledge of basic principles and practices of data collection;
- Knowledge of modern office methods, practices, procedures, and equipment including related computer hardware and software;
- Knowledge of English usage, grammar, and punctuation;
- Skill in using tact, discretion, initiative and use of good judgment to make sound recommendations within established guidelines;
- Skill in organizing work assignments, setting priorities, and meeting critical deadlines;
- Ability to interpret basic planning and zoning programs to the general public;
- Ability to use map drafting and commercial art instruments and materials;
- Ability to interpret State and City regulation and ordinances;
- Ability to perform basic mathematics and their application to planning work
- Ability to work with co-workers and members of the public through effective interpersonal, written, and oral communication skills.

**EXAMINATION WEIGHTS**

Application and Supplemental Application	Qualifying
Occupational Exam	100%

A minimum rating of 70 must be attained in order to pass the examination. Certification by score bands will be considered based on analysis of exam results. The resulting eligible list will remain in effect for at least one year. Screening of applicants will be conducted on the basis of application and supplemental questionnaire submitted. Only those candidates showing the strongest backgrounds on the basis of comparative analysis will be invited to the examination process. Based on the number of applications accepted, the selection procedure may be changed. In the event a revision is necessary, the affected persons will be notified.

If you have not received notification within two weeks after filing closing, please contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer, or Tagalog) are desirable for some positions interacting with the public.



This information is available in an alternative format by request at (562) 570- 6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the examination at (562) 570- 6202. For hearing impaired, call (562) 570-6638.  
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