CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Planning and Community Development Technical Aide**	**UNION:Non/1937**
		SG:3
CLASS TITLE:	**Technical Aide**	**CS:N**
		FLSA:Y
DEPARTMENT:	**Planning and Community Development**	**EEO4CODE:TE**

JOB SUMMARY:

This position assists in fulfilling Planning and Community Development Department objectives by performing routine technical duties such as compiling and summarizing public comment; monitoring discussion threads on the City's online web-engagement platform; tracking, summarizing, and inputting social-media and related data and comments into project databases; working with graphic design applications to assist in preparation of advertising and outreach materials; and performing basic research and data gathering within program area. Position will also assist with logistics around public meetings and outreach events related to department programs and work plan.

SUPERVISORY RELATIONSHIP:

Employee works under close supervision and in accordance with established methods, practices and systems. Receives technical direction and guidance from other staff. Works under applicable City regulations, policies, guidelines and standards.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Performs a variety of basic technical duties in support of planning functions and goals, following established procedures and standards. Assigned tasks may include spreadsheet development, assisting with development of promotional materials, and performing basic research.

2. Collects data following specific procedures, such as compiling and summarizing public comments; monitoring discussion threads on the City's online web-engagement platform or other social media; inputting data into City programs, databases, documents, and spreadsheets; and tracking and summarizing data as needed.

3. Drafts for supervisory review a wide variety of program documents and materials, including program advertising, info-graphics, information packets, and other documents. Works with graphic design applications to assist in preparation of advertising and outreach materials, including creating simple graphic designs for documents, adding graphics to existing documents, and updating images and graphics under direction from program staff. Edits materials for accuracy, appearance, readability and style.

4. Conducts basic research related to urban planning and planning projects using resources such as City records and databases.

5. Creates basic output, such as charts, graphs, and reports, using computer software and related equipment.

6. Maintains accurate and detailed records and statistics of work performed.

7. Provides basic written and verbal reports as requested.

8. Interacts with the public, both on-site and off-site, in the course of research or data collection. Communicates goals of planning projects and answers basic questions. Assists with logistics around public meetings and outreach events related to department programs and work plan, which may include reserving rooms, tracking attendance numbers, answering basic questions, and providing guidance on where to find more detailed information.

9. Communicates logistical needs and status of project progress to supervisor.

10. Performs routine clerical duties including answering telephones, typing, filing, and operating office machines.

ADDITIONAL WORK PERFORMED:

1. May interact with public officials, other agencies, departments, community groups, or contractors in the course of research or data collection.

2. Performs other duties of a similar nature as assigned.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Some knowledge of urban planning principles, terms, concepts, procedures, functions, and techniques.
- Proficiency with MS Office suite including Word, Excel, and PowerPoint.
- Some knowledge of basic graphic-design principles and applications.
- Working knowledge of modern online social-media platforms, applications, and resources.

Skill in:
- Basic addition, subtraction, multiplication, division, statistical and algebraic calculations.
- Basic writing skills and ability to summarize and describe discussion threads and topics.
- Good communications and customer service skills.
- Organization and time management techniques.
- Good problem-solving and decision-making skills.
- Basic understanding of city planning, public policy, and community engagement.

Ability to:
- Willingness and ability to maintain the confidentiality of program information.
- Produce and maintain computer generated materials specific to program area, such as info-graphics, and advertising materials conforming to established project standards.
- Ability to interpret technical language of program area, such as planning policy documents.
- Ability to understand project scope documents and follow established procedures.
- Ability to maintain records and prepare necessary technical reports.
- Ability to communicate effectively and positively, both orally and in writing.
- Ability to work independently and as part of a team.
- Ability to maintain accuracy and efficiency while performing repetitive tasks.

- Ability to establish and maintain effective working relationships with diverse groups of people including other employees, contractors, vendors, public officials, stakeholder groups and the general public.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job including:
    - Operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
    - Communicate accurate information and ideas with others;
    - Travel between work sites;
    - Occasionally transport boxes or equipment weighing up to 50 lbs.

WORKING ENVIRONMENT:

Work is performed an office setting at a computer work station with long periods of sitting or standing. Environment includes a normal range of noise and other distractions with low everyday risks working around standard office equipment. Frequently interacts with the public on the telephone and in person. Some travel to meetings is expected.

EXPERIENCE AND TRAINING REQUIREMENTS:

- One year of college or vocational training with classes or emphasis in urban planning or related field.
  OR
  One year of planning experience
  AND
- Demonstrated proficiency with MS Office suite including Word, Excel, and PowerPoint.
- Working knowledge of basic graphic-design principles and applications and modern social media platforms and applications preferred.
- Bilingual fluency in English and Spanish preferred.
- A combination of education and experience which provides the applicant with the required skills, knowledge, and abilities will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent on passing a criminal background check.

PREPARED BY: Behee/Taysi/Delker
8/2023

REVIEWED BY: _____
Blake Lyon
Planning and Community
Development Director