

# MORTON & PITALO, INC. - JOB DESCRIPTION

## ASSOCIATE PLANNER

**Location:** All                      **Department:** Planning              **Job Title:** Associate Planner  
**Supervisor:** Principal/  
Senior Planner              **FLSA Status:** Non-Exempt              **Job Class:** 21

### **SUMMARY:**

An experienced planner who is able to perform non-routine and complex planning assignments that require the application of standardized planning techniques. This individual works independently, with occasional advice or guidance from their supervisor.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Conducts research and analysis in relation to the administration of planning projects, including zoning information, development standards, fees, land uses, economic development and other complex planning issues.
- Work requires use of conventional computer techniques and a working knowledge of the terms and procedures of the occupation.
- Candidate will frequently be required to make mathematical computations using standard formulas.
- Individuals will work from sketches, models and verbal information supplied by an engineer, architect or developer to determine the most appropriate planning drawings and supplementary information needed to complete assignments.
- In most cases, candidate will independently resolve most of the problems encountered, although the supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems.
- Prepares planning documents and maps from rough sketches, drawings, information and other planning data received from developers, planners, engineers, and/or surveyors.
- Prepares formal reports such as feasibility studies, planned development guidelines and other detailed project reports based on information provided and research performed on a specified planning project.
- Prepares, coordinates and processes planning applications and submittal packages for all types of planning projects.
- Prepares and gives presentations to governing boards, commissions, and the public.
- Performs field visits to visually gather topographic information pertaining to a specified project.
- Other duties may be assigned as necessary to meet business requirements

### **QUALIFICATION REQUIREMENTS:**

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE:**

Any combination of education and experience equivalent to a Bachelor's degree in planning or a related area, with a minimum of (4) four years planning or related experience. Candidate should have drafting and/or computer training from a high school or technical school and/or other appropriate basic computer and/or drafting experience. Individual should have minimum of (2) two years experience using AutoCAD and/or Land Desktop software.

### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS:**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply concepts of basic algebra, geometry, trigonometry and financial functions.

### **REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Preferred: AICP Certification  
Valid Driver's License

### **PHYSICAL DEMANDS:**

The physical demands described here 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 functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is routinely required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions, possibly for extended assignments.

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The noise level in the office work environment is usually moderate.