



ASSISTANT/ASSOCIATE PLANNER

Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.

Definition:

Under supervision, this position performs professional level work in the field of current and/or long-range planning and provides information and assistance to developers, the business community, and the public on planning, housing, and development related matters.

Classification Characteristics:

Assistant Planner: This is the entry level within the professional Planner series. This classification is distinguished from the Associate Planner by the performance of more routine planning tasks and duties. This level is typically used as a training class and employees may have only limited professional level experience. Positions in this class are flexibly staffed and may advance to the Associate Planner level when training and experience is sufficient to perform at the full journey level. This level receives direct supervision.

Associate Planner: This is the full journey level within the professional Planner series. This classification is distinguished from the Assistant Planner by the performance of the full range of planning tasks and duties. This level receives only occasional instruction as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Assistant Planner level, or when filled from the outside, have prior planning experience. This level receives general supervision.

Essential Functions:

- Confer with and advise architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards; provide consultative advice.
- Review development proposals and applications for compliance with appropriate regulations and policies; evaluate environmental impact; prepare reports and recommendations.
- Manage City improvement projects from inception through construction; prepare necessary correspondence and documents; participate in the review and approval of outside contracts.
- Participate in managing contract compliance with outside contractors; ensure work completed is within outlined specification; ensure issuance of payments; perform inspections at specific intervals.
- Review, assign, and process development permit applications including those for subdivisions, lot line adjustments, variances, land use permits, and zoning amendments.

- Interpret and apply land use, environmental quality, subdivision, and general planning laws and regulations to ensure the compliance of City development projects and municipal code amendments.
- Review commercial, industrial, and residential development plans; determine compliance with zone clearances; recommend adjustments as necessary.
- Assist with Development Code amendments in compliance with the General Plan.
- Inspect properties and structures for compliance with current City zoning codes and regulations; recommend improvement and programs as appropriate; identify and recommend corrective actions as necessary.
- Provide pertinent development information; recommend and develop policies and procedures for future zoning, environmental, and other issues that impact City growth and expansion.
- Prepare staff reports, maps, graphic displays, resolutions, ordinances, legal notices and make presentations to the Planning Commission, other committees, and the City Council.
- Assist with housing responsibilities and other planning and administrative tasks.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary; resolve complaints concerning the City's planning function.

Assistant Planner Qualifications:

Knowledge of:

- Principles and practices of urban planning and development.
- Site planning, landscape and architectural design techniques and methods.
- Technical report writing.
- Current literature, information sources, and research techniques in the field of urban planning.
- Modern office methods, practices, procedures, and equipment including a computer.

Ability to:

- Learn laws underlying general plans, zoning, and land divisions.
- Learn applicable environmental laws and regulations.
- Perform professional current and long-range planning activities.
- Respond to difficult and sensitive public inquiries.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff, City officials, and the public.
- Maintain physical condition, audio-visual discrimination and perception, and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

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

Experience:

Planning experience sufficient to demonstrate the possession of the required knowledge and abilities. One year of planning experience is desired.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in urban planning, business administration, public administration, or a related field.

License or Certificate:

Possession of a California Class C Driver's License with an acceptable driving record.

Associate Qualifications:

Knowledge of:

- Journey level principles and practices of urban planning and development.
- Journey level site planning and architectural design techniques and methods.
- Laws underlying general plans, zoning, and land divisions.
- Applicable environmental laws and regulations.
- Technical report writing.
- Current literature, information sources, and research techniques in the field of urban planning.
- Modern office methods, practices, procedures, and equipment including a computer.

Ability to:

- Perform professional current and long-range planning activities.
- Interpret planning and zoning programs to the general public.
- Respond to difficult and sensitive public inquiries.
- Analyze and compile technical and statistical information and prepare reports.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff, City officials, and the public.
- Maintain physical condition, audio-visual discrimination and perception, and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

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

Experience:

Two years of responsible experience in urban planning including design, complex plans examination, and program analysis.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in urban planning, business administration, public administration, or a related field.

License or Certificate:

Possession of a California Class C Driver's License with an acceptable driving record.

Working Conditions:

Work in an office environment including sustained posture in a seated position for prolonged periods of time; standing, walking, kneeling squatting, and stooping. Subject to frequent interruptions and contact in person and on the telephone. Position requires grasping objects, repetitive hand movement and fine coordination including use of a computer keyboard. Lift, drag and push files, paper and documents weighing up to 25 pounds. Speaking and acute hearing is required when providing phone and in-person service. Near and far vision is required for reading written reports, work related documents and for completing site visits. Drive motorized vehicles.