

ASSISTANT PLANNER

DEFINITION

To perform professional planning work; to research and prepare planning studies; to explain and interpret planning ordinances and policies to the public; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Planning.

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but are not limited to, the following:*

Performs professional planning work in the development and implementation of the City's planning program, which includes activities related to comprehensive planning, zoning and land development, environmental review, code administration, special planning projects and related activities.

Receives applications for zoning changes, land uses, site plan approvals, subdivision approvals, variances, etc., and reviews for consistency with the General Plan, compliance with local ordinances and regional and state requirements, and extent of environmental impact.

Contacts various public agencies to gather information pertinent to specific case studies.

Conducts research regarding physical, economic and social factors affecting City growth; studies the impact of various private and public planning projects on the City; collects, tabulates and analyzes related data.

Conducts site inspections to ensure compliance with project plans, specifications and applicable codes and ordinances.

Conducts special planning projects and related activities.

Prepares and presents reports and recommendations related to planning and economic development issues.

Provides code interpretation and technical assistance to development applicants, planning boards and commissions, developers, architects, engineers, consultants, property owners and others on planning and development projects and issues; receives and responds to inquiries, concerns and complaints regarding planning projects and other department functions.

Keeps abreast of new trends, legislation and developments in municipal planning and economic development.

Represents the department in various City, regional, civic and community meetings as required.

May provide work direction to clerical staff on specific projects as assigned.

Performs general administrative work as required, including but not limited to attending meetings, entering computer data and preparing spreadsheets and computer-generated reports, maintaining files, copying and filing documents, sending and receiving faxes, answering the telephone, etc.

MINIMUM QUALIFICATIONS

Knowledge of:

Pertinent federal, state and local laws, codes, ordinances and regulations.

Principles and practices of urban planning and development.

Environmental review procedures.

Statistical and research methods applicable to the collection and analysis of planning and development data.

Modern office practices and technology, including the use of computers for word and data processing, spreadsheet and GIS applications.

Methods of effective technical report preparation and presentation.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

Ability to:

Interpret, analyze and apply pertinent federal, state and local laws, rules and regulations.

Perform professional planning work.

Perform basic design and graphics work.

Work on multiple projects simultaneously.

Analyze problems, identify alternative solutions, determine consequences of proposed actions, and make and implement recommendations in support of goals.

Collect, compile and analyze technical, statistical and related information pertaining to planning, zoning and environmental research.

Work in the field independently on a regular basis.

Prepare reports, proposals and written materials of an analytical and technical nature.

Perform mathematical computations with accuracy.

Use computers for word and data processing, spreadsheet preparation and GIS applications.

Communicate clearly and concisely, both orally and in writing.

Speak effectively in public.

Establish and maintain effective working relationships with those contacted in the course of work.

React professionally at all times, dealing with sensitive, political or controversial situations with tact and diplomacy.

Experience:

One year of professional planning experience.

Education:

Graduation from an accredited college or university with a Bachelor's degree in planning, engineering or a closely related field.

Substitution:

A Master's degree in planning, engineering or closely related field may be substituted for the required experience.

Additional Requirements:

Possession of a valid California driver's license.

TYPICAL WORKING CONDITIONS

Work typically is performed in a normal office environment. Occasionally work is performed outdoors, possibly exposing employee to traffic and construction hazards, adverse weather conditions, wetness and humidity, above-average noise, air contaminants, fumes and dust.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office and field inspection duties; lift and/or move objects weighing up to 25 pounds; use hands to finger, handle or feel objects, tools, or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.