

## ASSISTANT PLANNER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under general supervision, learns to perform and performs professional urban planning and land use work, including current and advance planning, and implementation of the City's General Plan; reviews zoning and development applications; may present projects to the Planning Commission; coordinates special projects; performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

The **Assistant Planner** is the entry-level class in the professional planning series that allows the incumbent to develop journey level municipal planning knowledge and abilities. Initially, under immediate supervision, incumbents learn to perform and perform a variety of fundamental support activities in the area of current and advance planning. This classification is alternatively staffed with Associate Planner and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives immediate supervision from the Planning Director or from higher level planning staff. Incumbents in this class do not routinely exercise supervision.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Plans, organizes, and conducts research studies; prepares reports and recommendations regarding land use, zoning regulations, urban design, population trends, transportation, community needs, and housing; prepares and reviews environmental documents in compliance with the California Environmental Quality Act; recommends the use of land for residential, commercial, industrial, and community uses.
- Reviews and processes various plans and applications for subdivision, housing, and commercial developments; reviews and processes variances, use permits, and business licenses; determines conformity with laws, regulations, policies, and procedures; recommends approval; identifies problems and analyzes alternatives; conducts project site checks; prepares recommendation reports.
- Provides information and assistance to developers, property owners, and the public regarding laws, regulations, standards, policies, and procedures related to the submission of plans, processing of applications, and implementation requirements; investigates and responds to complaints of zoning code violations; performs site inspections; communicates and coordinates with other City departments and outside agencies; coordinates the development review process on public and private projects.
- Maintains, updates, and analyzes data required for community planning; participates in the review, development, revision, and maintenance of general plan elements, environmental impact reports, plans, ordinances, and other policies and procedures.

## ASSISTANT PLANNER

Page 2

- Researches, analyzes, and interprets social, economic, demographic, and land use data and trends.
- Coordinates preparation of meeting agendas for various commissions, boards, and community groups, including reviewing draft materials and preparing comments; organizes meetings and work sessions ensuring timely notification of appropriate parties; prepares material for the City Council, commissions, boards, and community groups; makes presentations as necessary.
- May provide work coordination and project direction for other planning personnel and contract consultants.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:** Modern principles, practices, and techniques of current and advanced planning; land use, physical design, demographic, environmental, economic, and social concepts as applied to municipal planning; statistical methods and research techniques applicable to the preparation of municipal planning studies; applicable federal, state and local laws, codes, and regulations, including the City Municipal Code, the California Environmental Quality Act, and California laws relating to subdivisions, annexations, zoning, and land use; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

**Ability to:** Learn and apply policies, procedures, and standards pertaining to the municipal planning process; interpret maps, site and building plans and specifications, graphs, and statistical data; attend evening meetings as required; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:** Operate an office computer and a variety of word processing and software applications, including graphic and presentation programs.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an **Assistant Planner**. A typical way of obtaining the required qualifications is to possess the equivalent of one year of professional planning experience in a municipal, county, or regional planning operational and a bachelor's degree in urban or regional planning, or a related field.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot, and cold. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

FLSA: EXEMPT