



Town of Fairfax

ASSISTANT PLANNER / ASSOCIATE PLANNER

Job Classification

POSITION DESCRIPTION:

This series performs professional level work in the field of current and advanced planning. Under general supervision, performs a variety of professional planning duties to develop, and maintain, the Town's General Plan, and to administer the Zoning and Subdivision Ordinances. Performs other professional planning tasks as required. This is an entry-level management position.

Assistant Planner - This is the entry-level class in the professional planning series. Work activities involve the responsibility for assignments in the fields of current or advance planning or environmental analysis, which require the application of fundamental planning principles. Assignments are generally limited in scope and within the design and procedural framework established by higher-level employees. However, as experience is acquired, the employee performs with increasing independence. As assigned responsibilities and breadth of knowledge increase with experience, incumbents are expected to be performing at a journey level and to be reassigned to the next higher class of Associate Planner.

Receives general supervision from the Director of Planning and Building Services. May receive direction from the Senior/Principal Planner. May exercise functional and technical supervision over technical and clerical staff.

Associate Planner - This is the journey level class in the professional planning series. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Associate Planner, or when filled from the outside, require prior professional planning work experience. Work involves responsibility for the application of professional knowledge and skills to various municipal planning problems and projects. Responsibilities include the preparation of specific reports and plans with opportunity for independent judgment in planning work details and making technical determinations. Work in this class is distinguished from that of the Assistant Planner class by the greater complexity of the assignments received and by the greater independence with which the incumbent is expected to operate. Work in this class is distinguished from Senior Planner in that the Senior Planner has regular and continuing responsibility to manage complex and sensitive planning projects, which may include supervision of a division and/or other planners.

Receives direction and general supervision from the Director of Planning and Building Services. May exercise functional and technical supervision over technical and clerical

staff.

DISTINGUISHING CHARACTERISTICS

This work requires timely technical proficiency to provide staff support to the Senior Planner, Principal Planner, Building Official, and Planning and Building Services Director. The individual should be self-directed, and have an ability to prioritize work and coordinate several activities at once. An individual, who is a team player with excellent written and oral communication skills, works independently, listens well, has strong interpersonal skills, has a continuous learning approach and has a good sense of humor, is highly desirable.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Review building permits, business license certificates, and residential resale forms for conformance to zoning regulations.

Assist and answer public inquiries at permit information counter.

Process planning-related development projects; ensure development proposals conform to General Plan, zoning regulations, and other applicable plans and regulations.

Prepare maps, charts and other illustrative materials utilizing computer technology for various planning reports, staff reports, and general information and distribution.

Process permits in a timely manner while ensuring compliance with regulations and conditions; coordinate with other Town departments to ensure that proposed projects are in conformance with rules and regulations.

Prepare, check and review important technical records involving the General Plan, specific plans, capital improvement program, zoning ordinance, and other technical town planning records.

Respond to questions and concerns from the general public; provide information as is appropriate and resolve complaints.

Resolve and assist other departments with code enforcement activities.

Provide technical and professional advice to architects, builders, attorneys, contractors, engineers, and the general public regarding Town development policies and standards.

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Manage and participate in the development and implementation of goals, objectives, policies and priorities for amendments to the General Plan, Municipal Code, and/or other policy and procedure documents as necessary.

Participate in the preparation of environmental documents in accordance with the California Environmental Quality Act (CEQA); represent the Town of Fairfax Planning Department in professional groups and committees; stay abreast of new trends and innovations in the field of planning.

Attend Town Council meetings, Planning Commission meetings, and other boards, commissions, and committee meetings as needed and represent the Town to outside agencies; make project presentations, take notes, engage community as directed, and prepare summary reports as necessary.

Perform related duties and responsibilities as required.

NECESSARY QUALIFICATIONS

Assistant Planner

Knowledge of:

Modern principles and practices of urban planning and development.

Site planning and architectural design.

Current literature, information sources, and research techniques in the field of urban planning.

Modern office methods, practices, procedures and computer equipment.

Ability to:

Learn laws underlying general plans, zoning and land divisions.

Learn applicable environmental laws and regulations, and methods of assessment.

Learn and interpret planning and zoning programs to the general public.

Analyze and compile statistical and technical information, including recommendations regarding the use of property.

Analyze and compile technical and statistical information and prepare reports, statements, and correspondence.

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Prepare map illustrations, tables, graphs, and other visual media for report and meeting presentations.

Utilize MarinMap, the Marin County web-based GIS system, to gather parcel and planning information.

Prepare a variety of planning reports.

Understand and carry out oral and written directions.

Communicate clearly and concisely, both orally and in writing.

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

Effectively interact and communicate with others.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Associate Planner

In addition to the qualifications for Assistant Planner:

Knowledge of:

Laws underlying general plans, zoning and land divisions.

Applicable environmental laws and regulations.

Ability to:

Interpret planning and zoning programs to the general public.

Perform complex professional planning work with a minimum of supervision.

EXPERIENCE AND EDUCATION:

Assistant Planner

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:

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Experience:

One year of full-time work experience in regional or urban planning.

Education:

Graduation from an accredited college or university with major course work in urban planning, regional planning, or a related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Associate Planner

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:

Three years of full-time work experience in regional or urban planning.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, regional planning, or a related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California Driver's License.

WORKING CONDITIONS:

Work in an office environment and on properties in the community reviewing planning proposals. Must be able to lift, bend, stoop, squat, twist, turn and to reach overhead. Reasonable accommodations may be made, unless doing so causes the Town undue hardship.

COMPENSATION AND BENEFITS:

The following salary schedules are proposed to be effective July 1, 2017

| CLASSIFICATION | Step A | Step B | Step C | Step D |
|-------------------|---------|---------|---------|---------|
| Assistant Planner | \$5,239 | \$5,501 | \$5,776 | \$6,064 |

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| CLASSIFICATION | Step A | Step B | Step C | Step D |
|-------------------|---------|---------|---------|---------|
| Associate Planner | \$5,736 | \$6,023 | \$6,324 | \$6,640 |

Salary ranges are subject to change pursuant to the Management Resolution.

Last revised: July 12, 2017