



Assistant Planner

Summary

Perform professional municipal current and/or advanced planning work, including independently conducting limited planning studies; collect and present data and prepare reports; may serve as a group or project leader for professional and technical personnel.

Class Characteristics

General supervision is provided by the Community Development Director; responsibilities may include direct or indirect supervision of lower level professional, technical, and clerical personnel.

Assistant Planner is the first working level in the professional planning series. This class is responsible for providing assistance to higher-level planners in the areas of research, data collection and preparation of reports. Assignments are intended to provide background in the fundamental principles and practices of municipal planning prerequisites for professional level work in the planning field. Incumbents initially work under close supervision and are expected to become increasingly knowledgeable and carry out assignments with increasing independence. This class is distinguished from Associate Planner in that the latter performs journey level planning work with independence of action and required project coordination.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.

Duties:

Receive and process routine applications for rezoning, specific plan amendments, use permits, variances, and related zoning items.

Interpret and enforce provisions of specific codes and planning policies and standards to potential applicants and the public.

Monitor status of development applications from acceptance to issuance of final permit.

Provide factual information and assistance to developers, property owners and the general public regarding laws, policies, regulations related to the submission of plans, processing of applications and implementation requirements.

Conduct research and site inspections and prepare reports and recommendations regarding land use, zoning, urban design, population trends, transportation, housing, redevelopment, and community service needs.

Use computers and software programs for various technical planning projects and studies.

Compile, analyze and interpret data relating to environmental conditions, social, economic and housing trends, community needs, demographic trends, and zoning problems; prepare appropriate documentation.

Conduct plan check review for projects undergoing development permit processing.

Prepare a variety of written communications, including analytical reports and correspondence.

Direct the preparation of graphic materials; make field surveys and investigations related to planning and zoning projects or requests.

Make oral and graphic presentations or prepare material for presentation to commissions and community groups.

Answer questions and provide information and assistance to the public in person, on the telephone, and in writing.

Perform related duties as assigned.

Skills/Abilities:

Understand and apply federal, state, and local laws, regulations, policies, procedures and standards pertaining to the planning process.

Interpret maps, site and building plans and specifications, graphs and statistical data.

Research, analyze, and summarize planning data both manually and with computer applications.

Prepare clear, concise and complete technical documents, reports, correspondence, and other written materials.

Exercise sound independent judgment within established procedural guidelines.

Communicate effectively both verbally and in writing.

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

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit; use the computer keyboard and mouse, use hands to finger, handle or feel; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Objectives, principles, procedures, standards, practices, information sources, and trends of municipal urban planning.

Implementation of zoning and other municipal ordinances.

Application of land use, physical design, economic, environmental, and/or social concepts to the planning process.

Housing trends, market analyses techniques, programs and financing mechanisms for low and moderate-income families.

Statistical analysis and mathematical concepts related to the planning process.

Terminology, symbols, methods, techniques and instruments used in planning and map drafting.

Education and Experience:

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelor's degree with major work in city, regional, urban planning, or a closely related field.

Experience:

Some professional level municipal planning experience and/or an advanced degree in planning are desirable.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Established: 03/90

Resolution #:

Revised: 06/30/06

Department: Community Development

FLSA Status: Non-exempt