



Associate Planner

Summary

Perform complex and responsible municipal current and/or advanced planning work, including independently conducting technical 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 Assistant Director of Community Development; responsibilities may include direct or indirect supervision of lower level professional, technical, and clerical personnel.

Associate Planner is the full journey level position in the professional planning series. The work requires the exercise of considerable independence in preparing planning studies and reports on short and long range, well-defined assignments, and making presentations on such projects. Work may include assisting with the work instruction or project direction of new staff members. This class differs from Principal Planner in that the latter is a division level class, exercising a higher degree of independent judgment on diverse and specialized assignments.

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 site plans and other information for permits for rezoning, general and specific plan amendments, use permits, environmental clearance, variances, and related items.

Review, investigate, and process various plans and applications for subdivisions, housing and commercial developments, variances, use permits, and business licenses; determine conformity with laws, policies, regulations, and procedures; recommend approval, identify problems and alternatives; administer, interpret and enforce provisions of zoning codes and other planning policies and standards to potential applicants and the public.

Monitor status of development applications from acceptance to insurance of final permit and conduct periodic reviews of conditional permits.

Provide 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.

Plan and conduct research studies and prepare reports and recommendations regarding land use, zoning, urban design, population trends, transportation, housing, redevelopment, and community service needs.

Assist with the review, development, or revision of the various elements of the general plan, environmental impact reports, plans, ordinances and other policies and procedures.

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

Prepare a variety of written communications, including analytical reports, correspondence, and drafts of revisions to local ordinances, policies, and procedures.

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 the City Council, commissions, and community groups.

Perform related work 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.

Make persuasive presentations of ideas and recommendations.

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

Exercise sound independent judgment within established guidelines.

Instruct others in work procedures and provide specific project direction.

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 and housing development.

Implementation of zoning and other municipal ordinances.

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

Statistical analysis and mathematical concepts related to the planning process.

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

Local government organization and the functions and practices of a municipal planning unit

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.

A Master's degree in city, regional or urban planning may be substituted for one year of the professional planning experience.

Experience:

Three years of professional planning experience.

Certifications/Licenses:

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

Must be willing to attend evening meetings as required.

Established: 03/90

Resolution #:

Revised: 06/30/06

Department: Various

FLSA Status: Non-exempt