

**City of San Rafael  
Job Class Specification**

## **Job Title: Assistant/Associate Planner**

### **SUMMARY**

Under general supervision performs a variety of professional planning duties to develop, and maintain, the City's General Plan, and to administer the Zoning and Subdivision Ordinances. Performs other professional planning tasks as required.

### **DISTINGUISHING CHARACTERISTICS:**

Assistant Planner is the entry-level class of this series. It is characterized by the responsibility for providing staff support in policy and land use-planning activities under close supervision. Incumbents learn to apply professional principles within a local political environment. As experience and proficiency are gained, incumbents are expected to work with less supervision. Incumbents normally advance to the Associate level after two years of successful performance at the Assistant level and demonstrating proficiency for performing Associate level work.

Associate Planner is the full working level of the series, competent to independently perform the full scope of duties required. Incumbent may be responsible for administration of a specific project or program. This class is distinguished from Senior Planner in that the latter has regular and continuing responsibility to manage complex and sensitive planning projects which may include supervision of a division and/or other planners.

The Planner Series includes Assistant Planner, Associate Planner, and Senior Planner. Depending upon assignments, some positions may be permanently allocated to this level and some positions may be designated as flexibly staffed at various levels in the series.

### **ESSENTIAL AND IMPORTANT DUTIES:**

This list is intended to be illustrative and does not represent an exhaustive list of duties and responsibilities. Incumbents may not perform all duties and responsibilities listed. Other duties may be assigned.

- Responds to inquiries from the public by providing information regarding the General Plan, the Zoning and Subdivisions Ordinances and statistical data.
- Receives and reviews land use permits, design review applications, zoning and General Plan amendments for conformance with the General Plan, Zoning, and Subdivision Ordinances and other requirements; and prepares staff reports recommending appropriate action.
- Conducts environmental review including preparation of initial studies and negative declarations, technical and administrative support on the preparation of
- Environmental Impact Reports and staff reports on all phases of environmental review.
- Performs detailed planning studies, research and analysis to support development of long-range policies and plans, as well as implementation ordinances for the City's growth and development.
- Prepares and analyzes various professional planning studies including, but not limited to, demographics, traffic and historic resources.
- Prepares General Plan elements such as the Housing Element by drafting and finalizing plan documents; researching materials and making presentations to committees, the Planning Commission and the City Council.
- Prepares reports and studies and represents the department before the public, other agencies, and developer representatives.

- Attends and participates in meetings of the Design Review Board, Planning Commission, City Council, special committees and neighborhood groups.

## **EDUCATION/EXPERIENCE:**

### Assistant Planner:

Bachelor's degree from an accredited college or university with major coursework in planning, urban studies, geography or related field *and* one (1) year of full-time work experience in municipal or regional planning.

Any combination of education, experience and training which demonstrates possession of and competency in requisite knowledge and abilities may substitute for the education (degree) on a year-for-year basis. A Master's degree in planning or a related field may substitute for the one (1) year of work experience.

### Associate Planner:

Bachelor's degree from an accredited college or university with major coursework in planning, urban studies, geography or related field *and* three (3) years of full-time work experience at the Assistant Planner level in municipal or regional planning.

Any combination of education, experience, and training which demonstrates possession of and competency in requisite knowledge and abilities may substitute for the education (degree) on a year-for-year basis. A Master's degree in planning or a related field may substitute for one (1) year of the required work experience.

## **KNOWLEDGE OF:**

### Assistant Planner:

- Basic principles and practices of planning for community development and of the methods used in the implementation of such plans
- Current trends in federal, state and local planning
- Socioeconomic and physical resource aspects of planning, zoning, and planning administration

### Associate Planner:

- In addition to the requirements of Assistant Planner, principles and practices of planning for community development and of the methods used in the implementation of such plans.

## **ABILITY TO:**

### Assistant Planner:

- Collect, tabulate, and interpret data pertaining to planning and zoning.
- Interpret a wide variety of maps, graphic illustrations, detailed drawings, and land use data and legal descriptions.
- Prepare and present effective written reports and verbal presentations.
- Deal effectively with the public and establish and maintain cooperative working relationships.
- Understand program objectives in relation to departmental goals and procedures.
- Demonstrate tact and diplomacy.
- Maintain accurate records and document actions taken.
- Organize and prioritize work assignments.
- Research regulations, procedures and/or technical reference material.

### Associate Planner:

- In addition to the requirements of Assistant Planner:
- Prepare and analyze various professional planning studies.

- Make presentations to committees, the Planning Commission and the City Council.
- Represent the Community Development Department before the public, other agencies and developer representatives.
- Work independently in processing and presenting actions to policy bodies.

Special Requirement:

Must possess a valid California driver's license and have a satisfactory driving record.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:**

The physical 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and 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.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually quiet.

FLSA Status: Nonexempt  
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