

ASSISTANT PLANNER
ASSOCIATE PLANNER

DEFINITION

To perform professional level planning duties in current and long range planning; to prepare and present a variety of reports and recommendations regarding planning projects; and to provide professional level support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

Assistant Planner- This is the entry-level class in the professional Planner series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Assistant Planner class is distinguished from the Associate level by the performance of less than the full range of duties assigned to the Associate level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Associate Planner - This is the journey level class in the professional Planner series and is distinguished from the Assistant level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Assistant level.

This class is distinguished from the Senior Planner in that the latter performs review of larger, more complex development projects and provides technical and functional supervision over assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Assistant Planner

Receives general supervision from the Planning and Community Services Director, and may receive technical and functional supervision from the Senior Planner.

Associate Planner

Receives direction from the Planning and Community Services Director, and may receive technical and functional supervision from the Senior Planner.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Review and process development projects and planning applications.

Conduct research and prepare recommendations for the Planning Commission, Design Review/Historic Preservation Commission, and other commissions and committees.

Prepare a variety of staff reports, resolutions, agreements and other related documents.

Provide information regarding City planning and zoning regulations, processes and requirements to developers and the general public by phone, via email, and in person.

Participate in code enforcement activities, including investigating complaints of municipal code violations.

Perform a variety of special projects related to planning programs and functions, including General Plan updates, coordination of the City's bicycle program, municipal code updates, and other programs; compile information and make recommendations on special studies.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Assistant Planner

Knowledge of:

Principles and practices of urban planning and development.

Role and function of general plans and zoning ordinances.

Pertinent local, state and federal laws, ordinances and regulations.

Methods and techniques of research and report preparation.

Modern office equipment including computers and applicable software; uses of Geographic Imaging Systems (GIS).

Ability to:

Perform professional level municipal planning work.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Write accurate and concise technical reports and memoranda.

Explain planning and zoning requirements clearly to the public, applicants, and other departments.

Research, analyze and summarize planning issues.

Read, understand and interpret a variety of maps, site plans, architectural drawings, and specifications.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

No professional experience is required.

Training:

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

License and Certificate

Possession of, or ability to obtain, a valid California driver's license as required by the position.

Associate Planner

In addition to the qualifications for the Assistant Planner:

Knowledge of:

Principles, objectives and procedures of municipal planning, urban design, and zoning.

Environmental review processes and California Environmental Quality Act (CEQA) requirements.

Standards for the Treatment of Historic Properties.

Ability to:

Conduct independent research and report preparation.

Accurately interpret planning and zoning map, aerial photos, architectural design plans and precise construction drawings.

Prepare staff reports, agendas and public notices.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible experience similar to Assistant Planner with the City of Sonoma.

Training:

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