

## **ASSOCIATE PLANNER**

### **PURPOSE**

Performs a variety of highly complex professional work in current planning, housing, advance planning, and environmental planning including research and analysis, report writing, plan review; permit coordination, managing complex projects, data collection and analysis, information dissemination; assists with management of consultant contracts and work programs as assigned; performs field inspection; and performs related and other work as required.

### **WORKING CONDITIONS**

Work is conducted primarily in an office setting but includes visits to proposed and existing project sites, businesses and residences. Conditions may include attendance at meetings, which are conducted in the evening; as well as occasional weekend or irregular hours.

### **PHYSICAL DEMANDS**

Work may include prolonged sitting, moderate lifting (up to 25 pounds), reaching, climbing, stooping, grasping, pulling and pushing activities as well as the ability to perform project site inspections at remote locations and occasionally on uneven ground. Duties, both inside and outside, may include exposure to weather, noise, odors, dust and pollen; the ability to read blueprints, documents and a computer screen, as well as drive a city vehicle; color vision adequate to distinguish plans and graphs; ability to hear and distinguish various sounds at a construction site, including alarms and sounds of operating equipment in both quiet and noisy environments; ability to speak well enough to be understood at a noisy construction site or when talking on the telephone; hand and finger dexterity sufficient to use small tools and a computer. The position also emphasizes speech, hearing, and vision attributes occasionally in noisy locations.

### **SUPERVISORY GUIDANCE RECEIVED/GIVEN**

This is in the professional planning series and competent to independently perform the full scope of duties required, with minimal supervision from the Community Development Director or his/her designee. Supervision received is characterized by general supervisory direction and control intended to define objectives and problems.

Control over work methods is general, rather than detailed in nature. Supervision given will involve training and providing lead direction to professional, technical and clerical staff.

### **DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from that of Assistant Planner by the greater complexity and political sensitivity of the assignments received, higher level of experience and knowledge and greater independence.

**ESSENTIAL JOB FUNCTIONS** - Duties may include, but are not limited to, the following:

Gather, analyze and evaluate data for various planning duties relating to land use development, housing, economic development and review of the General Plan, Zoning Ordinance and Subdivision Ordinance.

Track, compute and tabulate data, analyze trends, and report out on data through creation of reports, charts and graphs, with particular emphasis in housing, land use or economic development.

Coordinate and oversee a variety of planning projects. Interact with consultants, developers, contractors, utility companies, other governmental agencies, city staff, landowners and the general public relative to the coordination of projects and the resolution of problems.

Compile, verify, organize and analyze information pertinent to the Community Development

Department such as demographic, environmental, land use, building and transit data.

Prepare a variety of reports, recommendations, charts, maps and correspondence related to Community Development Department projects and operations.

Review development proposals, building plans, and business licenses for conformity with appropriate regulations.

**ESSENTIAL JOB FUNCTIONS** – Continued

Receive, review, plan check and manage varying degree of land use permits, subdivision applications, design review applications, Zoning and General Plan amendments for conformance with the General Plan, Zoning, and Subdivision Ordinances and other requirements; and prepare staff reports, resolutions, and Ordinances recommending appropriate action.

Assist in the environmental review process in accordance with the California Environmental Quality Act (CEQA). Review projects to determine appropriate level of CEQA review and provide information to the public on CEQA.

Develop new, update existing and maintain forms and handouts for use by the public and staff.

Research and develop for consideration new policies or ordinances or long range planning studies and assist in preparation of necessary documentation, including options, staff reports and implementing actions. or documents.

Manage and oversee the Housing Element, including tracking and reporting housing production, implementing programs from the Element, and record keeping of implementation.

Lead or oversee implementation of General Plan programs and prepare annual report for status of implementation.

Provide information and assistance at a public counter, over the telephone, and in writing to architects, builders, property owners, contractors, engineers, and the general public regarding City development, planning and zoning policies and standards.

Coordinate with other city departments and outside agencies on cross departmental/jurisdictional matters.

Conduct on-site investigations of development projects for compliance with zoning and other Community Development Department regulations.

May provide training and lead direction to professional, technical and clerical staff.

**ESSENTIAL JOB FUNCTIONS** – Continued

May represent the Community Development Department and/or City at a variety of meetings. May serve as staff to a variety of City and outside Commissions, boards, and committees as assigned.

Make every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public.

Performs related duties as assigned.

**DESIRABLE QUALIFICATIONS**

**Knowledge and Abilities:**

Knowledge of advanced principles and practices of planning for community development and of the methods used in the implementation of such plans; socioeconomic and physical resource aspects of planning, zoning, and planning administration; advanced knowledge of principles and practices related to governmental planning, zoning and public administration of Federal, State, and local laws regulating planning, subdivision and zoning; current literature, information sources, research and data collection techniques related to planning; and personal computer software applications.

Ability to 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; 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.

**Education / Experience:**

Any combination equivalent to experience and education that would likely provide the relevant knowledge and abilities would be qualifying. A typical way to obtain knowledge and abilities would be.

**Education:** Possession of a Bachelor's degree in urban or land use planning, architecture, design or a closely related field.

**Experience:** Three (3) years of professional level planning experience at the Assistant Planner level in municipal or regional planning.

**Other Requirements:**

Possession of a valid Class C California Driver's License and a satisfactory driving record are conditions of initial and continued employment.