

ASSISTANT PLANNER

DEFINITION

Under general supervision, performs professional current or long range planning or park planning duties of moderate difficulty; performs related duties as required.

CLASS CHARACTERISTICS

The Assistant planner performs the less difficult and complex planning activities.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Conducts assigned planning projects involving land use, populations, structure, economic activities, housing, transportation, and related subjects; conducts basic research, and confers with applicants and agency representatives to identify problems.

Analyzes data with respect to relevant laws, ordinances, regulations, and policies; determines methods to reconcile project conflicts with zoning requirements and state environmental law.

Provides assistance for planning projects, including area and topographical calculations; scaling and data collection.

Serves as staff to the Planning Commission, Redevelopment Agency, and other commissions and committees.

Prepares professional staff reports of summarized data, conclusions, and recommendations; participates in oral presentations.

Receives and reviews permit applications, assesses fees and records payments; responds to inquiries both orally and in writing; interprets planning policies, state laws and local ordinances or explains procedures.

May recommend or create graphic examples to illustrate alternatives to specific projects; reviews final working drawings to ensure compliance with approved projects.

Drafts ordinances and ordinance amendments; prepares professional staff reports of summarized data, conclusions, and recommendations, and presents these reports at planning commission and City Council hearings; may prepare Environmental Impact reports.

Confers with engineers, attorneys, contractors, architects, and the general public on planning and zoning related matters; interprets planning policies, state laws, and local ordinances or explains procedures.

Assists in the coordination of planning projects with other departments and outside agencies.

QUALIFICATIONS GUIDELINESEducation and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include completion of a bachelor's degree with major work in planning, environmental design, architecture, or a related field and one year of related work experience.

Knowledge, Skills, and Abilities

Working knowledge of planning principles and practices, laws, ordinances, rules and regulations; site planning and architectural design; current literature, information sources, and research techniques in the planning field.

Ability to plan and organize work; prepare and present reports; communicate effectively both orally and in writing; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative screening which meet the established qualification standards.

PHYSICAL PROFILE: I, 1, 4, 7, 9, 12, 13, 18

ASSISTANTPLAN.SPC