



June 2023
FLSA: EXEMPT

ASSISTANT PLANNER

DEFINITION

Under general supervision, provides professional planning services to City staff, property owners, developers, architects, contractors, business owners, and the general public; prepares studies, reports, plans, maps; reviews and analyzes plans and technical documents to ensure compliance with zoning regulations and development standards; processes permits and project applications; makes presentations to appointed and elected officials, boards, committees and the public; completes planning tasks and assignments with other staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management and supervisory personnel. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the entry-level classification in the professional planner series. Initially under close supervision, incumbents with basic experience learn and perform basic and routine professional and technical planning work in current planning. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. Positions at this level may perform some of the duties required of positions at the Associate Planner level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. This class is distinguished from the Associate Planner in that the latter is responsible for larger or more complex projects.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Reviews and analyzes proposed minor development projects for conformance with adopted City plans, design/architectural guidelines and standards, applicable codes and ordinances, and other regulations; prepares recommendations on approval of such projects.
- Provides information and assistance at the public counter, over the telephone, and via e-mail to the public, developers, property owners, business tenants, contractors, other departments, and outside agencies regarding land use, planning entitlements, planning inquiries, permitted uses, new construction, development policies, and processing procedures; interfaces with other departments and divisions including building, code enforcement, fire and engineering to address issues and answer inquiries; ensures submitted plans comply with zoning ordinances and the General Plan; and conducts research on land use related topics.
- Manages entitlement projects for commercial, industrial, and residential properties, zoning clearances, California Environmental Quality Act environmental studies, and documents for projects; ensures

applicants understand the planning process; meets multiple deadlines to ensure projects are completed in a timely fashion.

- Prepares staff reports and presentations for Planning Commission, City Council, boards, community groups and committee meetings.
- Schedules and coordinates project meetings for planning entitlement projects with applicants, developers, and property owners for project updates; meets and discusses projects with other department/divisions; schedules and coordinates other meetings as required.
- Reviews proposed tentative subdivision and parcel maps and recommends necessary revisions to meet City requirements.
- Conducts site visits and field inspections of proposed development projects, community areas, and entitlement projects to verify the appropriate construction of approved plans.
- Conducts research for land use, zoning, advanced planning, urban design, population trends, transportation, housing, economic, and environmental issues.
- Prepares statistical tabulations, computations, charts, and graphs to illustrate planning studies in areas of population, transportation, traffic, land use, zoning, and subdivisions.
- Prepares and updates files and records.
- Observes and complies with City and mandated health and safety rules, regulations, and protocols.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and techniques of current and advanced planning, architecture, urban design, and landscaping.
- Applicable federal, state and local laws related to land use and housing including general plans, subdivisions, zoning and development codes, building/housing codes, environmental laws under the California Environmental Quality Act (CEQA) and Permit Streamlining Act.
- Basic site planning and architectural design techniques and methods.
- Geographic Information Systems and their application to planning.
- Record keeping principles and procedures.
- City and mandated health and safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Read and understand architectural plans.
- Perform Plan Checks.
- Perform mathematical calculations.
- Create graphics, either hand drawn and/or through use of computer software.
- Create maps utilizing GIS software.
- Conduct research, evaluate project alternatives, make sound recommendations based on General Plan

- and Zoning findings, and prepare effective technical staff reports.
- Conduct inspections to identify the existence of code violations.
 - Conduct presentations at public hearings/meetings; present ideas and information in public and to internal and external customers.
 - Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.
 - Establish and maintain a variety of filing, record-keeping, and tracking systems; read, interpret, and record data.
 - Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
 - Effectively represent the department and the City in meetings with individuals; external agencies; and various stakeholders.
 - Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
 - Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
 - Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
 - Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
 - Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
 - Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to a bachelor's degree in urban planning, geography, architecture, or a closely related field and one (1) year of professional experience in planning, zoning, architecture, or a related field.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen and color vision to create and interpret color coded reports and spreadsheets; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field environment, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases

with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ENVIRONMENTAL CONDITIONS

Employees work primarily in an office environment with moderate noise levels and controlled temperature conditions, and periodically work in a field environment where they are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with difficult customers in interpreting and enforcing city adopted codes, policies and procedures.