



June 2023
FLSA: EXEMPT

ASSOCIATE PLANNER

DEFINITION

Under general direction, 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 direction from assigned management and supervisory personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the journey-level class in the professional planner series. Positions at this level are distinguished from the Assistant level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed upon completion and for overall results. This class is distinguished from the Senior Planner in that the latter is responsible for developing, implementing, and managing the most complex programs/projects, serving as an expert internal consultant, and providing functional and technical direction to assigned staff.

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 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 and over the telephone to the public, developers, property owners, other departments, and outside agencies regarding land use, planning entitlements, planning inquiries, permitted uses, new construction, development policies, and processing procedures; troubleshoots and resolves issues; provides customers with a better understanding of City policies and codes; provides decisive code interpretations and solutions.
- Manages entitlement applications for major development projects including commercial, industrial, residential, mixed-use, City code amendments, and California Environmental Quality Act review; interfaces with different City divisions, departments, and local agencies; prepares related staff reports and presentations to the Planning Commission and City Council.

- Conducts assessments of environmental issues in accordance with state and federal guidelines; prepares or assists in preparing and reviewing environmental impact reports; prepares written initial studies, negative declarations, and staff reports related to development projects or City projects.
- Conducts research for land use, zoning, code amendments, advanced planning, urban design, population trends, transportation, housing, economic, and environmental issues; prepares statistical tabulations, computations, charts, and graphs to illustrate studies these areas.
- Makes decisions and recommendations regarding the site design, aesthetics, and architecture for certain projects.
- Gathers, analyzes, and presents data on a range of urban planning matters in the form of written, graphic, and/or oral reports for the Director, Planning Commission, City Council, boards, community groups and committee meetings.
- Coordinates, schedules, prepares materials, and mediates committee and project meetings for planning entitlement projects with applicants and property owners for project updates; meets and discusses projects with other department/divisions.
- Reviews proposed tentative subdivision and parcel maps and recommends necessary revisions to meet City requirements.
- Performs site inspections for entitlement projects and zoning compliance.
- Attends meetings, conferences, workshops, and training sessions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of urban planning and other types of public services as they relate to the area of assignment.
- 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:

- Principles of providing functional direction and training.
- Modern principles, practices, and techniques of current and advanced planning, architecture, and urban design, historic preservation, and landscaping.
- Geographic, socio-economic, transportation, political, and other elements related to city planning.
- Project management and contract administration principles and techniques.
- Researching and reporting methods, techniques, and procedures.
- Advanced Site planning and architectural design principles.
- Current trends in federal, state, regional, and local planning.
- Geographic Information Systems and their application to planning.
- Record keeping principles and procedures.
- City and mandated safety rules, regulations, and protocols.
- Community Engagement principles and practices.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, contractors, City staff and various stakeholders.
- 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:

- Perform a wide range of professional planning work.
- Organize, conduct, and present major planning research studies.
- Coordinate assigned activities with other City departments and agencies as required.
- Evaluate architectural proposals and urban design/site plans.
- Write and review CEQA documents.
- Perform plan checks.
- Assist the public with answers to planning questions.
- Make presentations to City Council, Planning Commission, boards, committees and community meetings.
- Perform mathematical calculations.
- Read, interpret, and record data.
- Conduct onsite inspections of various properties.
- Conduct complex research projects, evaluate alternatives, make sound recommendations based on General Plan and Zoning findings, and prepare effective technical staff reports.
- 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.
- 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 two (2) years 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 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 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.