



JOB DESCRIPTION

ASSISTANT PLANNER

DEFINITION

Under general supervision, performs professional current or advance planning duties of moderate difficulty.

CLASS CHARACTERISTICS

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

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Conducts assigned planning projects involving land use, populations, economic activities, housing, transportation, and related subjects; conducts basic research, and confers with applicants and agency representatives to identify problems.
2. Analyzes data with respect to relevant laws, ordinances, regulations, and policies; determines methods to reconcile project conflicts with zoning requirements and state environmental law.
3. Prepares professional staff reports of summarized data, conclusions and recommendations; participates in oral presentations.
4. 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; advises City Council, the Planning Commission, other City personnel, and the public regarding current or advance planning issues.
5. As a designated representative of the department, attends conferences, meetings or other public functions, may provide information or participate in discussions regarding department activities.
6. Prepares powerpoint presentations for department staff utilizing ArcView and other computer programs.
7. Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.

QUALIFICATIONS/GUIDELINES

Education and/or Experience

A combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. Minimum combinations include a bachelor's degree in planning or a related field and two years experience in planning work; or a master's degree and one year of relevant experience as a Planning Intern, Planning Technician or Assistant Planner in a public or private planning office.

Knowledge, Skills and Abilities



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Working knowledge of basic planning principles and practices, laws, ordinances, rules, regulations, related office methods, organization, functions, policies, and procedures of the assigned and related work units. Ability to use judgment in the application of departmental policies and procedures; apply and explain related laws, ordinances, policies and procedures; must have good written and communication skills; deal constructively with conflict and develop effective resolutions; plan and organize work; prepare and present reports; establish and maintain cooperative working relationships with professional colleagues, elected officials, employees, representatives of public agencies, the development community, and the public in general; use correct English grammar; understand and follow verbal and written directions. Skill in the operation of word processing with MICROSOFT WORD 2000 software required. ArcView or other GIS skills desirable.

SPECIAL REQUIREMENTS

Possession of or ability to obtain an appropriate California Driver's License and a satisfactory driving record.

ESSENTIAL ELEMENTS

Physical Demands

Sitting, standing, walking, reaching, grasping, lifting, manual dexterity, clear speech-complex, clear-seeing, and driving (car).

Stress Factors

Ability to assist the public, staff and elected officials. Ability to interpret and explain actions to the public Planning Commission and City Council. Ability to meet writing deadlines while attending to multi-tasks.

Work Environment

Considerable work with the public and staff; verbal, face-to-face and telephone contact.

Mental Requirements

Reading complex, writing complex, perception/comprehension and judgment. Ability to work with those who may have differing opinions and maintain cooperative working relationships.

Equipment

Operation of a variety of office equipment such as photocopiers, metroscan, data based terminals, on-line and personal computers; telephone, computers, keyboards, printers, calculators, and facsimile machines.