



JOB DESCRIPTION

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**ASSOCIATE PLANNER**

**DEFINITION**

Under general supervision, performs professional current or advance planning work. This classification is the intermediate level in the professional planner series. It is distinguished from the Assistant Planner classification by its increased responsibility for performing the more difficult and complex planning work.

**EXAMPLES OF DUTIES**

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

1. Conducts complex assignments involving current or advance planning projects; confers with applicants and agency representatives, evaluates data and proposes methods to resolve conflicting issues of plan implementation, zoning requirements and environmental impact.
2. Serves as project manager for current or advanced planning assignments and programs, and prepares written project reports including related recommendations; participates in oral presentations.
3. Contributes to the review and revision of local ordinances; conducts research; coordinates interdepartmental review; schedules public hearings and participates in the discussion of proposed projects.
4. Responds to inquiries, both orally and in writing; interprets planning policies, state laws and local ordinances, and explains procedures; advises the 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 plans and ordinances to comply with planning-related state mandated environmental regulations; works with planning consultants on a variety of planning projects.
7. Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.

**QUALIFICATIONS/GUIDELINES**

**Education 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 a bachelor's degree in planning, or a related field; and three years of progressively responsible experience in current or advance planning in the state of California.

**Knowledge, Skills and Abilities**

Thorough knowledge of the principles and practices of planning; related state and federal laws, ordinances, rules and regulations. Ability to plan, organize and coordinate planning activities; 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.



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### 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

High pressure in assisting the public, staff and elected officials. Ability to interpret and explain actions to the public and City Council.

#### Work Environment

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

#### Mental Requirements

Reading complex, writing complex, perception/comprehension and judgment.

#### Equipment

Operation of a variety of office equipment including computers, keyboards, telephones, calculators, photocopiers, facsimile machines, typewriters, various computer printers.