



## Job Description

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# **ASSISTANT PLANNER**

**FLSA Status – Non-EXEMPT**

## **DEFINITION**

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

## **CLASS CHARACTERISTICS**

Under general supervision, responsibilities may include: processing of planning applications; providing information and assistance to the public, City departments and other agencies regarding planning related issues; reviews zoning and development applications; performs research; prepares maps, graphs, models, and reports; presents projects to the Planning Commission; coordinates special projects and performs a variety of technical tasks relative to assigned area of responsibility, including code interpretations

## **EXAMPLES OF DUTIES**

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

1. Conducts assigned planning projects involving land use, demographics, economic activities, housing, transportation and related subjects; processes and evaluates ministerial applications and discretionary applications of moderate complexity; reviews building plans and zoning permit applications to ensure compliance with Municipal Code requirements; conducts research on a variety of planning issues and confers with applicants and agency representatives to identify problems and potential solutions.
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 level staff reports of summarized data, conclusions and recommendations; conducts and 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, and explains procedures; advises City Council, Planning Commission, other City personnel, boards and subcommittees regarding current or advance planning issues.



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5. Conducts field investigation and assessments; as a designated representative of the Planning Division, attends conferences, meetings, seminars or other public functions, may provide information or participate in discussions regarding division activities.
6. Prepares maps, charts, tables and PowerPoint presentations for division staff utilizing ArcView and other computer programs.
7. Performs other duties of a similar nature and level as assigned.

## **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 one year of experience in planning work in a public or private planning office; Master's degree may substitute for one year of experience.

### **Knowledge, Skills and Abilities**

- 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 excellent written, communication skills and presentation techniques; use correct English grammar; understand and follow verbal and written directions.
- Constructively deal with conflict and develop effective resolutions; plan and organize work; prepare and present reports; establish and maintain cooperative working relationships with professional colleagues, elected and appointed officials, employees, representatives of public agencies, the development community, and the public in general; Skill in the operation of word processing with Microsoft Word 2010 software required. GIS skills, Permits Plus and Laserfische skills desirable.



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### **SPECIAL REQUIREMENTS**

AICP preferred. 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 or van).

#### **Stress factors**

Ability to assist the public, staff and elected officials. Ability to interpret and explain actions to the public, Planning Commission, City Council and other boards and commissions as required. Ability to comply with deadlines while attending to multi-tasks.

#### **Work Environment**

Considerable work with the public and staff; verbal, face-to-face and telephone contact. This position is the first point of contact the public will have with the Planning Division. Field inspections may occur during inclement and hot weather.

#### **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, and calculators.

***NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.***