



CLASSIFICATION SPECIFICATION ASSISTANT PLANNER

JOB SUMMARY:

Under general supervision of the Planning Manager, the Assistant Planner reviews plans in accordance with federal, state, and local codes; prepares and presents reports; provides information and assistance to applicants, developers, consultants, outside agencies, and the public on planning matters; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Assistant Planner is an entry-level position that performs simple to moderately complex current and long range planning duties. This class differs from an Associate Planner in that the incumbent performs more routine planning work and assignments are made under immediate supervision. As experience is gained, there is the potential for greater independence of action within established guidelines.

EXAMPLES OF DUTIES:

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

- Researches, collects, and analyzes data; drafts ordinances for review; prepares reports and presentations on land use, zoning, design, historic preservation, and other related areas; and assists the Design Review Commission, Planning Commission, and City Council as directed.
- Evaluates data and proposes methods to resolve conflicting issues of plan implementation and zoning requirements; performs detailed reviews of plans for compliance with architectural, zoning, and general plan requirements; conducts field inspections; and assists in the preparation of initial studies and review of environmental impact reports.
- Responds to inquiries and provides information over the front counter to applicants, developers, consultants, outside agencies, the public, and other City departments regarding land use, development, and environmental regulations and procedures.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Basic principles and practices of urban and regional planning, redevelopment, historic preservation, and residential, commercial, and/or industrial development; office administration practices and procedures; and City department policies and procedures.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and

practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Interpret building and zoning codes and City ordinances related to planning and building procedures; read and correctly interpret building plans, specifications, and maps; and communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff.
- Prepare clear and concise technical and administrative reports including accurate tables, schedules, summaries, and other materials in narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and maintain office and specialized files.
- Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in planning, public administration, architecture, or a closely related field.
- One year of experience in urban and regional planning, redevelopment, or a closely related field.
- Local government experience is desirable.

Licenses and Certifications:

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

PHYSICAL DEMANDS:

- Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

WORK ENVIRONMENT:

- Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones and/or members of the public.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Established Date: May 22, 2017