

ASSISTANT CITY PLANNER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the classification. Class specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under direction of the Community Development Director, to provide basic professional level planning services in the areas of current planning and advanced planning, and to do other related work as required.

CLASS CHARACTERISTICS

This is the entry-level class in the professional Planner series. This class is distinguished from the Associate Planner by the performance of the more routine tasks and duties assigned. These positions receive general supervision from higher level professional and managerial staff.

EXAMPLE OF DUTIES

1. Review and route planning documents, petitions, permits, packets and records; analyze environmental checklists and environmental information forms and make specific recommendations following department procedures;
2. Review business license applications and development projects for zoning compliance; Coordinate the logging, data entry and distribution of a variety of planning and zoning documents;
3. Assist and represent planning staff at meetings;
4. Assist professional and technical staff with special projects including surveying, data gathering and reporting, analyses and computerized report presentations;
5. Compile spreadsheets and tables used in planning and zoning studies and reports;
6. Develop and update database records; coordinate program and archive files.
7. Respond to basic inquiries from the general public and resolve issues related to the City's planning and zoning procedures and specific permits; research and provide information to City staff and the general public regarding land use issues and standard environmental documentation;
8. Process zoning entitlements and prepare staff reports;
9. Confer with and advise architects, builders, attorneys, contractors, engineers, realtors, appraisers and the general public regarding standard City planning and zoning procedures.
10. Assist in drafting of ordinances;
11. Prepare a variety of reports and draft ordinances for City staff, the City Council, and the Planning Commission; prepare correspondence to fulfill policy and legal requirements and other similar documents.

ESSENTIAL POSITION FUNCTIONS

1. Percent of time spent attending meetings, research, reading and deskwork - 60%
2. Percent of time spent operating the following equipment - 40%
 - a. Personal computer and printer - 25%
 - b. Telephone - 13%
 - c. Fax machine and copy machine - 2%

MINIMUM QUALIFICATIONS

Education and Experience: College level core course work in Urban Planning and two years of experience that would indicate possession of the above knowledge and ability. A Bachelor's degree from an accredited college or university in Urban Planning or related field may substitute for one year of the required experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Knowledge of: Basic principles, practices, methods and procedures of urban planning, development, zoning and redevelopment; research methods and sources of information related to urban growth and development; basic principles, practices, methods and procedures of data collection and research techniques; general building and engineering practices as they relate to plan review; personal computer systems related to planning and zoning.

Ability to: Learn laws, codes, ordinances and regulations regarding general plans, zoning and land division; learn applicable environmental laws and regulations and methods of assessment; analyze and compile technical and statistical information; use personal computer and related software; participate in a variety of public and board meetings as necessary; respond to public requests and inquiries; understand and carry out oral and written directions; prepare clear and concise reports; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including a variety of City officials, staff and the general public.

Special Requirements: Must possess a valid California driver's license.