

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 professional level planning services in the areas of current planning and advanced planning, and to do other related work as required.

CLASS CHARACTERISTICS

Planner - This is a journey level class within the professional Planner series. Employees within this class are distinguished from the Assistant Planner by the performance of the range of duties as assigned with minimal supervision. The assignments that are required of these positions are more complex, require independent judgment, and involve some sensitive interfaces. Employees at this level receive occasional instruction or assistance as new or unusual situations arise, and are aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Assistant level or, when filled from the outside, require journey level planning experience. These positions may exercise functional and technical supervision over Assistant Planners, technical and administrative support staff.

EXAMPLES OF DUTIES

1. Review and analyze building plans, grading plans and encroachment and abandonment requests; coordinate plan check routing between City departments including coordination of covenants, agreements and condition compliance.
2. Review business license applications and development projects for zoning compliance.
3. Analyze development proposals to determine conformity with General Plan policies and procedures; assess appropriate development fees for projects; monitor the collection of fees.
4. Coordinate the processing of General Plan amendments and General Plan element revisions.
5. Determine the impact of legislation, studies, surveys and reports from outside agencies on program activities; research and analyze annexations, reorganizations and de-annexations;
6. prepare reports and correspondence as required; respond to inquiries from the general public and resolve issues related to the City's planning and zoning functions; research and provide information to City staff and the general public regarding land use issues and environmental documentation; interpret City ordinances and regulations, as well as the California Environmental Quality Act guidelines;
7. Confer with and advise architects, builders, attorneys, contractors, engineers, realtors, appraisers and the general public regarding City planning and zoning policies and procedures including City development policies;
8. Research and analyze code amendments and special studies; prepare reports for City staff, City Council, and the Planning Commission; assist in pr Analyze development proposals to determine

conformity with General Plan policies and procedures; assess appropriate development fees for projects; monitor the collection of fees.

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

Experience: Professional education or certification in Urban Planning or a related field is desired, and three years of journey level experience in urban planning, or an equivalent amount of education or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Knowledge of: Principles, practices, methods and procedures of City planning, zoning and redevelopment; principles and practices of basic economics; pertinent Federal, State and local laws, case law, codes and regulations; principles, practices, methods and procedures of data collection and research techniques; legal description interpretation; computer systems used in planning and zoning functions.

Ability to: Interpret and apply Federal, State and local policies, procedures, laws and regulations; interpret and explain planning and zoning programs, policies and procedures; make public presentations and recommendations on various aspects of the planning program; independently investigate planning, zoning, and related issues; perform professional planning work with minimum supervision; research, analyze and evaluate new program techniques, methods and procedures; analyze statistical information; use personal computers and related software; review and analyze property legal descriptions, covenants, agreements and conditions of approval; and establish and maintain effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

Must possess a valid California driver's license.