



ASSOCIATE PLANNER

DEFINITION

Under general direction, to perform a variety of professional level duties and responsibilities in support of the City's current and advanced planning functions, including:

- Prepare reports and analyses of Community Development Department projects;
- Conduct research into planning and zoning problems;
- Explain to the general public planning and zoning regulations and programs;
- Coordinate various city grants, principally CDBG, Transit and State Parks and Recreation;
- Review and process applications for development; and
- Provide information and assistance to applicants, developers, consultants, the general public, and outside agencies and organizations regarding City codes, policies, standards, and processes related to planning related matters.

EXAMPLES OF DUTIES

Performs a wide range of professional work in support of the City's current and advanced planning functions;
Responds to public and other governmental organizations inquiries in person, over the phone, and/or by email;
Provides information and assistance to developers, property owners, the public, other departments, and outside agencies regarding laws, regulations, standards, policies, and procedures related to the submission of plans, processing of applications, and implementation requirements;
Prepares the staff analysis of projects being heard by the Planning Commission and City Council;
Staffs public hearings to facilitate in person and virtual participation;
Facilitates, prepares, and conducts planning surveys, land use surveys, and research;
Interacts with the public on planning regulations such as planned development subdivisions and the condominium ordinance;
Coordinates consultants or other professional staff on initiatives, such as planning studies, ordinance updates, or preparation of environmental documents
Processes applications for major developments, zoning changes, subdivisions, site reviews, variances, special use permit and other permits; prepares and/or revises planning ordinances; participates in and/or conducts field inspection and survey and performs project site analysis;
Works with code enforcement to investigate zoning violations/complaints and works with property owners, architects, and/or contractors to determine appropriate actions to resolve violations/complaints; Prepares initial environmental assessments;
May prepare, process and monitor grant applications;
Coordinates the Community Development Block Grant (CDBG) program;
Serves as City liaison to other federal, state and local agencies;
Performs special projects as assigned; performs related work duties as required.

QUALIFICATION GUIDELINES

Knowledge, Skills & Abilities:

Knowledge of:

Operations, services, and activities of a community planning program;
Principles and practices of urban planning;
Understanding of state and federal planning, zoning, development and environmental laws;
Statistical and research methods applied to the collection and analysis of data pertinent to planning;
Modern office procedures, methods, and equipment including computers and supporting software applications;
Basic methods and techniques of effective technical report preparation and presentation.

Ability to:

Effectively read construction plans and site plans;
Identify and interpret technical and numerical information;
Read and interpret regulations;
Prepare and analyze technical and administrative reports, statements, and correspondence that can be understood by a layperson;
Provide effective customer service;
Operate modern office equipment and computers including specialized computer applications;
Communicate clearly and concisely, both orally and in writing;
Work independently and in a team environment;
Work on several projects or issues at once;
Attend occasion meetings outside of business hours, including Planning Commission, City Council, and other agency meetings as needed;
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience: *Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain this required knowledge would be:*

Educational equivalent to graduation from an accredited college or university with a degree in planning, public administration, or a related field and two years of full-time professional experience in the planning field. A Master's degree in Planning or Public Administration is desirable.

Licenses/Certificates: Possession of a valid Class C California Driver's License with a safe driving record is required and must be maintained as valid during the course of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; occasionally works in outside weather conditions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Approved by the Civil Service Board: July 15, 2024

Approved by the City Council: