

**ASSISTANT PLANNER
ASSOCIATE PLANNER**

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

SUMMARY DESCRIPTION

Under supervision (Assistant Planner) or general supervision (Associate Planner), performs a variety of duties related to the collection, analysis, interpretation, and presentation of technical land use, environmental, zoning and other City planning data; ensures compliance with the City's development standards.

DISTINGUISHING CHARACTERISTICS

Assistant Planner - This is the entry level class in the Planner series. This class is distinguished from the Associate Planner by the performance of the more routine professional tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the Associate level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

Associate Planner - This is the full journey level class within the Planner series. This class is distinguished from the Assistant Planner by the assignment of the full range of professional duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Assistant level.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Gather and maintain demographic data and other related statistics.
2. Participate in the research, analysis, and interpretation of social, economic, population and land use data and trends.
3. Review and approve or deny plan checks for building projects.
4. Compile information and make recommendations on special studies; prepare technical reports.
5. Make presentations to the City Council, Planning Commission, standing and ad hoc committees, developers, community groups and outside agencies.
6. Review development proposals and other requests made to the Community Development Department for conformance with appropriate regulations; prepare reports and make recommendations.

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7. Check commercial, industrial, and residential development plans for zoning clearance; process permit applications.
8. Advise and confer with architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies, standards, and guidelines.
9. Perform inspections and related field work.
10. Take phone calls and inquiries from the public and other agencies; provide assistance to walk in customers at the counter.
11. Prepare staff reports and graphic displays.
12. Research and draft ordinances for review.
13. Attend a variety of meetings, including Planning Commission meetings and predevelopment meetings.
14. Interpret project compliance with City plans, ordinances, and codes.
15. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of municipal planning; incorporate new developments as appropriate into programs.
16. Perform environmental assessments, providing detailed written comments on mitigated negative declarations and special studies performed by outside consultants and for outside agencies.
17. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles, methods, and procedures of City planning.

State and local laws, codes and ordinances related to planning, zoning and environmental analysis.

The relationship and responsibilities of Federal, State, regional and local government agencies in the planning and regulation of land.

Research and investigation procedures.

Drafting and graphic presentations.

Statistical and research methods as applied to the collection, analysis and presentation of planning data.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Perform technical research and give reliable advice on planning problems.

Demonstrate tact and diplomacy with the public.

Prepare reports and graphic presentations.

Interpret and explain statistical analysis applied to land use, transportation, communications and public utility systems.

Interpret and explain laws underlying general plans, zoning and land divisions.

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Prepare and interpret maps, plans, charts and tables.
Learn applicable environmental laws and regulations.
Analyze and compile technical and statistical information and prepare reports.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Provide excellent customer service to all members of the public as well as City and other public agency personnel.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Assistant Planner

Education/Training:

A Bachelor's degree from an accredited college or university with major course work urban planning, geography, architecture, or a related field.

Experience:

One year of experience equivalent to that of a Planning Technician in the City of Ceres.

License or Certificate:

Possession of an appropriate, valid driver's license.

Associate Planner

Education/Training:

A Bachelor's degree from an accredited college or university with major course work urban planning, geography, architecture, or a related field.

Experience:

Two years of responsible professional municipal planning experience equivalent to that of an Assistant Planner in the City of Ceres.

License or Certificate:

Possession of an appropriate, valid driver's license.

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 setting with some outdoor exposure and travel from site to site; exposure to all types of weather and temperature conditions; work scheduled and emergency overtime, attend evening and occasional weekend meetings, and travel out of town to attend workshops, conferences, and seminars.

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 a vehicle to

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travel from site to site; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; 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.

Bargaining Group: Miscellaneous
FLSA Status: Non-Exempt

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Johnson & Associates

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Assistant Planner/Associate Planner position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.