



June 2019
FLSA: Non-Exempt

ASSISTANT PLANNER

DEFINITION

Under general supervision, performs professional duties in support of the Town's Planning Division; processes planning-related applications, collects and interprets relevant information, completes technical assessments, and prepares written project analyses and reports on current and long-term planning projects; provides professional advice and assistance to the public on planning, zoning, and permitting issues; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Building and Planning. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the entry-level classification in the Planner series. Initially under close supervision, incumbents learn and perform technical and routine professional level work in the fields of planning, zoning, and design review. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Associate Planner level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Reviews commercial, industrial, and residential development proposals, plans, and applications for issuance of zoning clearance and for compliance with the Town's General Plan, codes, and ordinances.
- Reviews permit applications and building plans for completeness and compliance with current Town codes and regulations; provides interpretations of the California Environmental Quality Act (CEQA), Subdivision Map Act, and local environmental guidelines; identifies corrective actions to be taken by owners; conducts follow-up reviews and approves or denies submittals.
- Researches, collects, records, analyzes, interprets, and summarizes statistical and demographic information.
- Assists in preparing and reviewing environmental impact reports; prepares written initial studies, negative declarations, and staff reports related to development projects or Town projects.
- Assists the public at the front counter and on the phone, answering questions and providing information regarding zoning, land use, development standards, approved development proposals, and the Town's entitlement process; performs plan check functions for various projects; receives and reviews applications for building permits for completeness.

- Provides staff support to and prepares staff reports for the Town Council, Architecture and Design Review Board, and various other committees and advisory boards as directed; prepares public notices for public hearings.
- Confers with and advises property owners, architects, builders, attorneys, contractors, engineers, and the general public regarding Town development policies, guidelines, and standards.
- Researches and assists in preparing resolutions and ordinances for management, Architecture and Design Review Board, and Town Council review and approval.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, theories, and trends of urban, land use, and regional planning, zoning, and environmental review.
- Geographic, socio-economic, transportation, political and other elements related to Town planning.
- Recent developments, current literature, and sources of information related to planning, zoning, and environmental review.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Practices of researching planning and land use issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff and technical reports.
- Principles of advanced mathematics and their application to planning work.
- Principles and procedures of record keeping.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Learn and interpret Town planning and zoning programs to the general public; identify and respond to issues and concerns of the public, Town Council, Architecture and Design Review Board, and other boards and commissions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Research planning and zoning issues, evaluate alternatives, make sound recommendations, and prepare and present effective staff and technical reports.
- Read and interpret plans and specifications.
- Prepare clear and effective reports, correspondence, and other written material.
- Make accurate arithmetic and statistical computations.
- Effectively represent the division and the Town in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.
- Establish and maintain accurate databases, records, and files.
- Organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in urban planning or a related field and two (2) years of professional planning experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to operate a motor vehicle and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 15 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.