

## Assistant Planner

***Purpose of the role:***

Under general supervision, performs a variety of the less complex professional land use and urban planning duties in support of various City current and/or long range planning projects and in the implementation of the City's general plan as well as related policies and regulations and performs related duties as assigned.

This is a broad classification and individual duties will vary depending on area of assignment.

***Distinguishing Characteristics:***

This is the entry-level class in the professional Planner series. Initially under closer supervision, incumbents at this level perform the more routine duties in support of the City's current and long range planning projects including performing research, data collection and report preparation duties while learning City policies, procedures, and specific techniques related to area of assignment. As experience is gained, assignments gradually become more diversified and incumbents work with greater independence.

The Assistant Planner is distinguished from the Planning Technician class in that incumbents in the Assistant Planner class are expected to possess and apply professional planning theory and principles. The Assistant Planner is distinguished from the Associate Planner by performing assignments of a less complex nature.

***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.***

***Essential Duties and Responsibilities:***

- Provides information and assistance to developers, property owners and the public regarding the policies, regulations, standards and procedures with respect to the submission of plans, processing of applications, and implementation requirements; provides assistance at the public counter and over the telephone; participates in resolving service complaints.
- Provides information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups, and other interested persons; updates the City's development activity report including coordinating with project planners in tracking development application progress.
- Conducts research and studies related to area of assignment; compiles, analyzes and interprets data to define environmental conditions, social, economic and housing trends, community needs, zoning problems, and related items, projects or requests; assists in the preparation of reports and findings regarding land use, zoning, urban design, population trends, transportation, housing and

environmental needs.

- Participates in reviewing and processing various plans and applications; reviews and processes various planning applications including time extensions, oak tree permits, parcel map waivers, satellite dish antennae applications, alcoholic beverage applications and architectural design submittals for additions and custom home residences; reviews and processes permanent sign applications; reviews completeness of applications; reviews proposal and applications for compliance with applicable ordinance; prepares reports.
- Makes field surveys and investigations related to planning and zoning projects or requests; surveys existing public and private buildings and construction sites for compliance with applicable city, state, and federal regulations, codes, and laws.
- Maintains, updates and analyzes demographic and other data required for the planning function; participates in the review, development, and/or revisions of the various elements of the General Plan, environmental impact reports, plans, ordinances and other policies and procedures as directed.
- Prepares or assists in the preparation reports and recommendations for various commissions, boards, and community groups; reviews draft materials and prepares comments and written communications including analytical reports, correspondence and drafts of revisions to local ordinances, policies and procedures.
- Coordinates the notifications for all planning related entitlement applications including Planning Commission and City Council Hearings; reviews development applications to ensure radius property owner lists and labels are complete; coordinates the timely preparation of signs for commission meetings and hearings; prepares notification lists and labels as necessary.
- Reviews and/or participates in the preparation of conditions of entitlements and entitlement reports.
- Prepares maps, graphs, charts and other visual aids to illustrate presentations of planning studies; develops and prepares material for pamphlets, brochures and publications.
- Uses computers and software programs for various technical planning projects and studies.
- May participate in negotiating license agreements with SCE and carriers for wireless facilities on COSCA land.
- May assist in the preparation of budget reports; may assist in the preparation of grant applications.
- Performs related duties as required.

*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:

- Objectives, principles, procedures, standards, practices, and information sources in the field of urban planning.
- Implementation of zoning and other municipal ordinances.
- Methods used in developing information for General Plan modifications.
- Terminology, symbols, methods, techniques, and instruments used in planning and map drafting.
- Land use, physical design, demographic, environmental and social/economic concepts as applied to municipal planning.
- Math concepts, including statistical analysis techniques and formulae related to the planning process.
- Community trends and market analyses techniques.
- Pertinent federal, state and local laws and regulations.
- Modern office procedures, methods, and equipment including computers and various software packages.
- Methods and techniques used in customer service and public relations.

***Desired  
Minimum  
Qualifications:***

Ability to:

- Perform routine to moderately difficult professional planning assignments under decreasing degrees of supervision.
- Perform technical current, advanced and project-planning activities including the research, collection, evaluation, analysis, and summarizing of varied information and data pertaining to a variety of issues.
- Learn, understand, and apply federal, state, and local laws, regulations, policies, procedures and standards pertaining to the planning process.
- Interpret maps, site and building plans and specifications, graphs and statistical data.
- Prepare clear and concise technical documents, reports, correspondence and other written materials.
- Prepare clear visual displays including maps, graphs and illustrations.
- Make presentations of ideas and recommendations.
- Learn and understand the organization and operation of the City, assigned program, and of outside agencies as necessary to assume assigned responsibilities.
- Maintain various data collection, record keeping, tracking, filing, and reporting systems.
- Organize and prioritize timelines and project schedules in an effective and timely manner.
- Operate and use modern office equipment including a computer and various software packages.
- Exercise sound judgment within established guidelines and supervisory direction.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

**Competencies:**

- Effective Communicator
- Strategic Thinker
- Results Oriented
- Customer Focused
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

*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:*

**Education/Training:**

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

**Education and  
Experience  
Guidelines:**

**Experience:**

One year of responsible technical and/or professional planning experience is desirable.

**Licenses; Certificates; Special Requirements:**

A valid Class C California driver's license is required.

*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.*

**Physical and  
Environmental  
Conditions:**

**Physical:** Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

**Environment:** Standard office setting; some positions may perform site visitations that involve exposure to outdoor weather conditions and possible exposure to chemicals, fumes, dust, and air contaminants; interact with officials and the public.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.*

Date Adopted: 7/5/03

Date Revised: