



## Associate Planner

### ***Purpose of the role:***

Under direction, performs a range of responsible and varied 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; serves as a project manager over assigned projects related to the development and implementation of land use and related City plans and policies; coordinates assigned projects through the development process including inter-department coordination; 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 journey-level class in the professional Planner series positions at this level independently perform responsible and varied professional planning duties in support of assigned functional area including conducting planning research and analysis on moderate to difficult projects, preparing planning studies and reports on short and long range plans, and in completing of assignments and presentations on such projects. Work may include assisting with the instruction or project direction of lower-level professional and paraprofessional staff members. Incumbents are expected to exercise independent judgment in selecting study approach and analytical techniques and in making sound recommendations based on study results.

The Associate Planner class is distinguished from Senior Planner class in that incumbents in the Senior Planner class exercise a higher degree of independent judgment on diverse and specialized assignments and often have supervisory responsibilities. Incumbents in the Senior Planner class are assigned and expected to independently complete the most complex and difficult professional planning assignments.

***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:***

- Coordinates and 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; prepares reports and recommendations regarding land use, zoning, urban design, population trends, transportation, housing and environmental issues and needs; develops and maintains statistical reporting systems.
- Maintains, updates and analyzes demographic and other data required for the planning function; participates in the review,

development, and/or revision of the various elements of the General Plan, environmental impact reports, plans, ordinances and other policies and procedures.

- Reviews and processes various plans and applications for subdivisions, housing and commercial developments, variances, use permits, and business licenses; determines and ensures conformity with laws, policies, regulations, and procedures; recommends approval or identifies problems and assesses alternatives.
- Advises and consults with builders, developers, engineers, contractors, architects, property owners, and the public regarding City development policies, regulations, standards, and procedures with respect to the submission of plans, processing of applications, and implementation requirements.
- As assigned, implements aspects of the City's environmental policies through preparation of environmental documents including environmental impact reports and negative declarations for private and public projects in compliance with the California Environmental Quality Act and the National Environmental Policy Act; prepares special studies and projects related to environmental protection.
- Coordinates the preparation of meeting agendas for various commissions, boards and community groups including reviewing draft materials and preparing comments; organizes conferences and work sessions and ensures timely notification of appropriate parties; makes presentations or prepares material for presentation to the City Council, boards, commissions, and community groups as needed.
- Prepares a variety of written communications including staff reports, analytical reports, correspondence and drafts of revisions to local ordinances, planning policies and procedures; prepares maps, graphs, charts and other visual aids to illustrate planning studies.
- As project manager, assumes responsibility for the evaluation, management and processing of various development projects including major subdivisions, residential planned developments, and commercial and industrial facilities from conceptual design to final occupancy.
- As project manager, coordinates planning activities with other City departments and with outside agencies.
- Makes field surveys and investigations related to planning and zoning projects or requests; develops and prepares material for pamphlets, brochures and publications.
- Represents assigned projects and/or programs of the Planning Division of the Community Development Department at public meetings; presents planning and zoning matters to the City Council, Planning Commission and citizen committees.
- May instruct others in work procedures; may provide direction to others on a project basis.
- 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.
- 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 including the Subdivision Map Act and the California Environment Quality Act.
- Terminology, symbols, methods, techniques and instruments used in planning and map drafting.
- Local government organization and the functions and practices of a municipal planning unit.
- 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 increasingly responsible and varied 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.
- Interpret maps, site and building plans and specifications, graphs and statistical data.
- Prepare clear and concise technical reports, documents, and correspondence.
- Prepare clear visual displays including maps, graphs and illustrations.
- Present ideas persuasively.
- Instruct others in work procedures and provide specific project direction.
- Understand, interpret, apply, ensure compliance with, and make recommendations in accordance with pertinent federal, state, and local laws, regulations, policies and procedures including the Subdivision Map Act and the California Environment Quality Act.
- Understand the organization and operation of the City, assigned program, and of outside agencies as necessary to assume assigned responsibilities.
- Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.
- Organize and prioritize timelines and project schedules in an effective and timely manner.
- Exercise sound independent judgment within established

guidelines.

- Operate and use modern office equipment including a computer and various software packages.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Represent the City effectively in meetings with commissions, community groups, governmental bodies, the media and the public.
- 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
- Team Builder
- Strategic Thinker
- Accountable
- 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:**

Two years of responsible professional level planning experience at a level comparable to an Assistant Planner with the City of Thousand Oaks.

**Licenses; Certificates; Special Requirements:**

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

**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: