



## Assistant Planner

Department/Division:	Community Development/Planning
Reports To:	Planning Manager
Provides Direction To:	N/A
Date Updated:	July 16, 2022

### GENERAL PURPOSE

Under general supervision, performs entry level professional planning functions in support of staff and management; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

The Assistant Planner class is responsible for providing assistance to higher-level planners in the areas of research, data collection and report preparation. The Assistant Planner is distinguished from the Associate Planner in that it requires less specialized knowledge of statutory requirements and planning standards and receives greater direction.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Conducts research studies and prepares reports and findings regarding land use, zoning, urban design, population trends, transportation, housing and environmental needs; maintains, updates and analyzes demographic and other data required for the planning function; reviews environmental documents, plans, ordinances and other policies and procedures.
2. Provides information and assistance to developers, property owners and the public regarding basic laws, regulations, policies, standards and procedures with respect to the submission of plans, processing of applications, and implementation requirements.
3. Reviews and processes various plans and applications for subdivision, housing and commercial and industrial developments, variances, conditional use permits and business licenses; determines conformity with laws, policies, regulations and procedures.
4. Assigns and routes plan checks, structural, grading, and landscape plans to City staff; reviews plan checks for conformity.
5. Prepares staff reports and recommendations for review by senior planning staff and management for presentation to various commissions, boards and community groups.

6. Prepares a variety of written communications, including analytical reports, commentaries, and correspondence; assists with drafts or revisions to local ordinances, policies and procedures.
7. Compiles, analyzes and interprets data to define environmental conditions and community and zoning projects or requests.
8. Answers questions and provides information and assistance to the public in person, on the telephone and in writing.
9. Prepares maps, graphs, charts and other visual aids to illustrate presentations of planning studies; develops and prepares material for pamphlets, brochures and publications.
10. Uses computers and software programs for various technical planning projects and studies.
11. Attends Planning Commission, City Council, and other meetings as required.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Principles, procedures, standards, practices, and information sources associated with municipal urban planning; implementation of zoning and other municipal ordinances; methods used in developing information for General Plan modifications; application of land use, physical design, economic, environmental, and/or social concepts to the planning process; community trends; mathematic concepts, including statistical analysis techniques and formulae relevant to the planning process; terminology, symbols, and methods used in zoning policies, General Plan interpretation and subdivision maps; applicable local, state and federal laws and regulations.

### **Ability to:**

Understand and apply federal, state and local laws, regulations, policies, standards and procedures pertaining to the planning process; interpret maps, site and building plans and specifications, and graphs and statistical data; research, analyze and summarize planning data; operate computer terminal and use word processing, spreadsheet and planning-based software applications; prepare clear visual displays, such as maps, graphs, and illustrations; make presentations of ideas and recommendations; prepare clear and concise technical documents, reports, correspondence and other written materials; exercise sound judgment within established guidelines and supervisory direction; establish and maintain effective working relationships with those encountered in the course of the work.

### **Education/Training/Experience:**

Any combination of experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

**Education:** Equivalent to graduation from a four-year college or university with major course work in urban planning, architecture, environmental design, public administration, or a related field.

**Experience:** One or more years of professional or technical planning experience is preferred. Experience with a local government entity is desirable.

**Licenses/Certificates/Special Requirements:**

A valid Class C California driver's license and ability to maintain insurability under the City's requirements to complete site visits and off-site work-related meetings on City business.

**PHYSICAL AND MENTAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees occasionally stand and walk and lift and move records and documents weighing up to 20 pounds.

Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; attend hearings and meetings; and interact with staff, officials, architects, contractors, residents, and the public.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions; the noise level is usually quiet below 80 decibels. The employee occasionally works outdoors conducting site inspections of properties for projects being reviewed for development and land use actions.