



Associate Planner

Department/Division:	Community Development/Planning
Reports To:	Director of Community Development and Planning Manager
Provides Direction To:	May provide technical direction to Assistant Planner and Planning Intern
Date Updated:	July 16, 2022

GENERAL PURPOSE

Under general supervision, performs varied and responsible professional planning work; administers and performs work on relatively difficult current and advance planning projects; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Associate Planner class is the full professional, journey-level class in this series. The incumbent conducts planning research and analysis on moderate to difficult short and long-range projects. The work requires independence in preparing planning studies and reports and making presentations on such projects. Work may include assisting with the work instruction or project direction of lower level professional and para-professional staff members.

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 the class.

1. Coordinates the preparation of meeting agendas for various commissions, boards and community groups; reviews draft materials and prepares comments; organizes conferences and work sessions and ensures timely notification of appropriate parties.
2. Prepares and edits a variety of written communications, including analytical reports, commentaries, correspondence and drafts of revisions to local ordinances, planning policies, and procedures.
3. Assigns and routes plan checks, structural, grading and landscape plans to City staff; reviews plan checks for conformity.
4. Plans, organizes, and conducts research studies and prepares reports and recommendations regarding land use, zoning, urban design, population trends, transportation, housing and environmental needs.

5. Maintains, updates and analyzes demographic and other data required for the planning function; participates in the review, development or revision of the various elements of the General Plan, environmental impact reports, plans, ordinances and other policies and procedures.
6. Provides information and assistance to developers, property owners and the public regarding laws, policies, regulations, standards and procedures with respect to the submission of plans, processing of applications and implementation requirements.
7. Reviews, investigates and processes various plans and applications for subdivision, housing, commercial and industrial developments, variances, use permits, and business licenses; determines conformity with laws, policies, regulations and procedures; recommends approval or identifies problems and assesses alternatives.
8. Prepare and make staff presentations to the City Council, boards, commissions and community groups; answers questions, and provides information and assistance to the public in person, on the telephone and in writing.
9. Coordinates, reviews and administers contracts for planning and environmental consulting services.
10. Prepares maps, graphs, charts and other visual aids to illustrate planning studies.
11. Uses computers and software programs for various technical planning projects and studies.
12. May instruct others in explaining work procedures and supporting other staff on a project basis.
13. Attends Planning Commission, City Council, and other meetings as required.

QUALIFICATIONS GUIDELINES

Knowledge of:

Objectives, principles, procedures, standards, practices and information sources of 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, architecture and/or social concepts to the planning process; applicable local, state and federal laws and regulations, including the Subdivision Map Act, the California Environmental Quality Act and the Surface Mining and Reclamation Act; community trends and market analyses techniques; math concepts, including statistical analysis techniques and formulae relevant to the planning process; 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.

Ability to:

Understand and apply aspects of 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; research, analyze and summarize planning data; operate computer terminal and word processing, spreadsheet and use planning software applications; prepare clear visual displays, such as maps, graphs and illustrations; present ideas persuasively; prepare clear and concise technical documents, reports, correspondence and other written materials; exercise sound independent judgment within established guidelines; instruct others in work procedures and provide specific project 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: Three or more years of professional planning experience is required, preferably with a local government entity.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy in order to complete sit visits and attend off-site work-related meetings on City business.

PHYSICAL AND MENTAL DEMANDS

The physical and mental 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.

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 complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks;

work with constant interruptions; and interact with staff, officials, architects, contractors, property owners, 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, less than 80 decibels. The employee occasionally works outdoors conducting site inspections of properties for projects being reviewed for development and land use actions.