



ASSISTANT PLANNER

DEFINITION

Under general supervision, performs responsible, complex and professional current and long range municipal planning assignments.

SUPERVISION EXERCISED

None

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Answer inquiries from the public, both in person and over the phone, providing planning information and explaining procedures.

Evaluate proposed development projects and conduct field surveys during and upon completion of projects ensuring compliance with architectural, zoning and general plan requirements.

Determine projects' environmental impact in accordance with the California Environmental Quality Act.

Interpret local planning related ordinances.

Prepare and present staff reports for Development Review Committee, Historic Preservation Commission, Planning Commission and City Council.

Confer with and advise architects, engineers, attorneys, developers and the general public regarding City development procedures and processes.

Coordinate planning activities with other departments, state, county and federal agencies.

Complete special projects as assigned.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Standard office procedures, methods and computer equipments.

Methods and techniques used in evaluating development proposals.

Local, state and federal laws and codes relating to development including the Subdivision Map Act and California Environmental Quality Act.

Ability and Skill to:

Operate office equipment including computers, copying machines and phone systems.

Accurately type and enter data.

Respond to questions from the public and staff.

Accurately perform mathematical calculations.

Interpret local, state and federal laws and codes.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

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

BA/BS in planning or related field and one (1) year experience in municipal planning. MA/MS desirable.

LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License and a good driving record.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register



Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

