

**CLASS SPECIFICATION
Associate Planner**

GENERAL PURPOSE

Under direction, performs responsible, professional planning activities involving current and long-range planning and special projects; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Associate Planner is the full professional, journey-level class in the planning class series. Incumbents are responsible for conducting research and analysis on moderate to complex planning projects. The work requires independence in preparing planning studies and reports on short- and long-range, well-defined assignments and making presentations on such projects.

Associate Planner is distinguished from Senior Planner in that the latter is a supervisory class, exercising a higher degree of independent judgment on diverse and specialized assignments with a greater degree of accountability and on-going decision making.

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. Plans, organizes and conducts research studies and prepares reports for development proposals involving current and long-range planning issues and development applications, such as plot plans, subdivisions and model home complexes; participates in the review, development, amendment or revision of various elements of the City's General Plan, specific plans, Municipal Codes, annexations and other policies and procedures; compiles, analyzes and interprets data to define environmental conditions, social, economic and housing trends, community needs and zoning problems; prepares maps, graphs, charts and other visual aids to illustrate planning studies.
2. Reviews development proposals for conformance with city ordinances and codes; communicates with and assists developers, property owners, the public and elected officials regarding laws, policies, regulations, standards and procedures with respect to the submission of plans, processing of applications and implementation requirements; determines conformity with codes, policies, regulations and procedures; recommends approval or identifies problems and assesses alternatives for projects; reviews environmental studies and impact reports from other City departments and external agencies and prepares environmental documentation for development proposals.
3. Reviews, analyzes and makes recommendations regarding conditional use permits, home occupation permits, variances, zone changes, lot line adjustments, lot mergers, certificates of compliance, temporary use permits and sign permits; reviews drawings or blueprints for structural conformity, proposed use and aesthetics; conducts site inspections and issues occupancy releases.

4. Makes presentations or prepares material for presentation to the Planning Commission and City Council; provides written and oral information to the public on a wide range of planning issues, including current and long-term planning projects; answers questions and provides assistance to the public in person, on the telephone and in writing.
5. Prepares a variety of written communications, including analytical reports, correspondence and drafts of revisions to local ordinances and planning policies and procedures.

OTHER DUTIES

1. Performs a variety of special projects as assigned.

QUALIFICATIONS

Knowledge of:

1. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility, including the Subdivision Map Act and the California Environment Quality Act.
2. Objectives, principles, procedures, standards, practices and information sources of City planning.
3. Implementation of zoning and other municipal ordinances.
4. Methods used in developing information for General Plan modifications and Municipal Code amendments.
5. Application of land use, physical design, economic, environmental, and/or social concepts to the planning process.
6. Community trends and market analysis techniques.
7. Statistical analysis techniques and formulae relevant to the planning process.
8. Terminology, symbols, methods, techniques and instruments used in planning.
9. Local government organization and the functions and practices of a municipal planning unit.

Ability to:

1. Perform responsible current and long-range planning assignments.
2. Understand and apply federal, state and local laws, regulations, policies, procedures and standards applicable to the planning process.
3. Interpret and understand engineering and architectural plans, concepts and methodologies.
4. Interpret maps, site and building plans and specifications, graphs and statistical data.
5. Research, analyze and summarize planning data, both manually and with computer programs.
6. Prepare clear visual displays, such as maps, graphs and illustrations.
7. Conduct analyses and make accurate recommendations based on study findings.

8. Prepare clear and concise correspondence, reports and other written materials.
9. Organize, set priorities and exercise sound judgment within areas of responsibility.
10. Exercise tact and diplomacy in dealing with sensitive issues and situations.
11. Establish and maintain effective working relationships with City management, staff, builders, engineers, contractors, architects, developers, other governmental agencies, the public and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in planning, public administration, or a closely related field; and at least four years of progressively responsible professional planning experience; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

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 and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close 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 complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with City management, staff, builders, engineers, contractors, architects, developers, other governmental agencies, the public and others encountered in the course of work.

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.

Employees work under typical office conditions, and the noise level is usually quiet.