

ASSISTANT PLANNER

DEFINITION

Under direction, to perform professional urban planning work in the fields of development review, advanced planning, and environmental analysis; to perform technical reviews and evaluations of land use and permit applications, environmental impact reports and statements, and construction projects; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is the first working level class in the professional Planner class series. Incumbents perform a range of work assignments requiring both planning knowledge and work experience. Work assignments at this level require basic knowledge and understanding of the principles and practices of urban planning.

EXAMPLES OF DUTIES

Provides the public with information on land use and zoning codes, laws, regulations, and ordinances affecting construction and land use proposals; to explain ordinances, regulations, and planning policies to the public; makes presentations to boards and commissions; to make presentations to boards and commissions; assists with applications and permit procedures; reviews plans and land use permit applications to determine their adequacy and the need for comments from other agencies and departments; may make field inspections of construction projects to verify compliance with conditions of project approval; issues occupancy permits for land divisions, site plans, land use permits; enforces zoning regulations; researches data and prepares staff reports for the Planning Commission concerning land divisions, site plans, variances, zone changes, general plan amendments, and use permits; prepares Planning Commission agenda items and legal notices; studies and makes recommendations on environmental constraints impacting potential land uses; prepares initial studies for projects that may require environmental impact reports; reviews environmental impact reports for consistency with City Policies; organizes, analyzes, and summarizes statistical information for reports.

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SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern principles, practices, and techniques of a public planning agency, including community planning, urban design and site planning, regional planning economic development, and environmental planning.
- Applicable State and Federal laws, rules, and regulations affecting planning zoning activities.
- Computer applications related to planning and land use.
- Graphic illustration and presentation.
- Research methods and procedures.

and

Ability to:

- Assist with the organization, coordination, and presentation of major planning research studies.
- Prepare charts, maps, and graphic presentations.
- Prepare a variety of reports and presentations.
- Research, collect, and analyze information related to planning and zoning.
- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations, including zoning and land use ordinances.
- Effectively represent the planning and development functions of the Department with concerned individuals, organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively both orally and in writing.

and

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EMPLOYMENT STANDARDS - (cont.)

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited "four" year college or university with major course work in urban planning, geography, environmental studies, or a closely related field. A Master's degree in planning or a closely related field is highly desirable.

Work Background: One year of professional planning experience.

August 1992

February 2007 (Res. #07-12)