ASSOCIATE PLANNER - CRA

DEFINITION

Under general supervision, to organize, coordinate, and monitor an assigned area of the City's urban planning activities; to perform a variety of journey level professional urban planning, advanced planning, community development, and environmental analysis administrative work; to perform related work as required.

MANAGEMENT RESPONSIBILITY

This is a supervisory position with responsibility for organizing, coordinating, and monitoring the work of assigned staff.

EXAMPLES OF DUTIES

Coordinates and oversees assigned planning activities; gathers, analyzes, and presents data in written, graphic, or oral reports for presentation before the City Council, Planning Commission, and public hearings; assists with applications and permit procedures; reviews development proposals, maps, use permits, mitigation measures, and building plans for compliance with planning regulations, policies, and ordinances; to explain ordinances, regulations and planning policies to the public; conducts zoning change studies for specific geographical areas; prepares zoning ordinance revisions and changes to reflect general plan amendments; makes field inspections for compliance with zoning ordinances; investigates planning problems, coordination of public concerns, and preparation of studies; oversees the preparation of land use maps depicting general plan and ordinance revisions; reviews environmental impact reports for consistency with City policies; makes presentations to the City Planning Commission and City Council; supervises the review of proposed development and land uses; reviews new and proposed legislation and other regional documents; monitors changes in relevant State legislation.

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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.
- Principles of supervision and training.
- Applicable City, County, State, and Federal laws, rules, and regulations affecting planning zoning activities.
- Techniques used in the development and amendment of general plans.
- Computer applications related to planning and land use.
- Graphic illustration and presentation.
- Research methods and procedures.

and

Ability to:

- Coordinate and oversee assigned planning activities.
- Provide supervision, training, and work evaluation for staff.
- Organize, conduct, coordinate, and present 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 urban planning functions of the Department with concerned individuals, organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

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EMPLOYMENT STANDARDS - (cont.)

and

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. Membership in the American Institute of Certified Planners highly desirable. A Master's degree in planning or a closely related field is highly desirable.

Work Background: Three years of progressively responsible and varied professional planning work, preferably including supervisory experience.

December 1993