



ASSISTANT PLANNER JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs complex and specialized planning work which may include the areas of environmental review, current planning, long-range planning, engineering assistance, and code enforcement. Works with developers, property owners, other City Departments, and the general public in regard to land use and planning issues. Performs related work as required.

SUPERVISION RECEIVED:

Works under the general direction of the Planning Director who reviews work for conformance with policies and procedures.

EXAMPLES OF DUTIES:

1. Reviews land use applications for compliance with State and local codes, laws, and regulations.
2. Implements planning and zoning regulations and prepares ordinance amendments.
3. Reviews, prepares letters and reports, and recommends actions on discretionary applications, including tentative maps, conditional use permits, development plans, variances, general plan amendments, and zone changes.
4. Prepares staff reports for Planning Commission and City Council consideration and makes oral presentations to these bodies.
5. Performs a variety of code compliance activities including zoning, land use, housing, parking, and nuisance abatement. Works with the City Attorney and special legal counsel in research and review of abatement policies and procedures.
6. Assists in the preparation of long range planning studies.
7. Assists in the preparation of environmental studies in accordance with the California Environmental Quality Act.
8. Maintains official maps, records, and files related to areas of responsibility.
9. Searches for grants and assists in the preparation of grant applications.
10. Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITY:

Basic knowledge and understanding of the principles of City planning, including CEQA and the Subdivision Map Act; working knowledge in the use of computers and related software applications; and the ability to interpret regulations, provide excellent customer service, and to communicate clearly and concisely in a courteous and helpful manner. Employee must have the ability to get along with co-workers and interact with the public. Employee must have the ability to drive a vehicle.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Bending, stooping, kneeling, reaching, lifting, and carrying approximately 25 pounds at waist high level. Frequent sitting, some standing and walking required. Extensive use of computer terminal and keyboard. Moderate to high requirement for hand coordination, visual ability, and cognitive abilities. Must tolerate moderate noise levels and interruptions in an open office environment. Works indoors in controlled conditions.

EXPERIENCE AND TRAINING:

A Bachelor's Degree from an accredited college or university in planning or a closely related field; two years of work experience in a public planning agency at a level of Planning Technician or above; or any combination of education, training, and experience which provides the required knowledge, skills, and abilities.

SELECTION GUIDELINES:

City application required; rating of education, certifications, and experience; oral interview, job-related tests; successful completion of pre-employment physical and Live Scan background check.

PROBATIONARY PERIOD:

Employees must complete twelve (12) months of probation at a satisfactory level prior to gaining permanent status.

The duties listed above are not intended to be all-inclusive. An employee may also perform other reasonable related business duties as assigned by his/her immediate supervisor. This position is considered non-exempt.

This position description is subject to change by the City as the needs of the City and requirements of the position change, in accordance with applicable personnel rules and procedures.