



ASSISTANT PLANNER

Definition:

Under general direction in the Community Development Department, performs a variety of entry level professional planning and redevelopment work, ranging from routine to moderately difficult. The incumbent assists higher-level planners in areas of research, data collection, and report preparation, and provides accurate zoning and general planning information to the public in a friendly and professional manner.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Accepts applications and assists in the review of conformance with adopted City plans and codes.
2. Assembles a variety of information and data and assists in the preparation of staff reports and special studies.
3. Assists other more senior planners with special projects as assigned.
4. Provides counter assistance to the public, responding to citizen questions and complaints concerning City codes and ordinances.
5. Inspects properties for compliance with conditions.
6. Prepares and presents staff reports to various boards, commissions, and committees.
7. Analyzes and evaluates available data and information.
8. Develops simple recommendations, resolutions, and related documents.
9. Performs plan checks of less complex development plans.
10. Performs various administrative functions for the department.
11. Performs basic redevelopment tasks related to real estate transactions, economic development, redevelopment, and/or housing programs.
12. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Basic principles and practices of redevelopment.
- Principles and practices of land use planning.
- Current trends in federal, state, regional and local planning.
- Pertinent laws, ordinances and regulations governing planning.
- Computer equipment and related software.
- Geographic Information Systems.

Skill and Ability to:

- Perform a wide range of entry level professional planning and redevelopment work.
- Organize, conduct, and present planning research studies.

- Interpret and apply laws and regulations to planning projects.
- Communicate clearly and concisely, both orally and in writing.
- Make presentations.
- Operate a personal computer and relevant software in a Mac environment.
- Conduct site inspections.
- Perform plan checks.
- Assist the public with answers to planning questions.

Training and Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be a Bachelor's degree from an accredited college or university with major course work in planning or closely related field, and one year of experience as a Planning Intern, Planning Technician, or similar position.

Licenses and Certificates:

Possession of a valid California driver's license is required by the date of hire.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach and bend.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Requires the ability to stand for long periods.
- Requires the ability to walk long distances.
- Performs lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Subject to inside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- May be required to attend periodic evening/weekend meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work at a video display terminal for prolonged periods.