



ASSOCIATE PLANNER

Definition:

Under general direction in the Community Development Department, performs a variety of journey level professional planning and redevelopment work, ranging from moderately difficult to complex. The incumbent independently prepares planning studies and reports on current planning, long-range planning, redevelopment and special projects, and in the work instruction of lower level planners when assigned.

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. Gathers, analyzes, and presents data in the form of written, graphic, and/or oral reports for the Director, Planning Commission, City Council, or special committees on a varied range of urban planning matters.
2. Analyzes proposed development projects for conformance with adopted City plans and codes, and suggests revisions or alternatives for redesign to conform to City standards.
3. Performs professional level work in current and advanced planning.
4. Analyzes proposed development plans based on principles of good design and has the ability to communicate design principles to the public and decision makers.
5. Assists other more senior planners with special projects as assigned.
6. Provides counter assistance to the public, responding to citizen questions and complaints concerning City codes and ordinances.
7. Assembles a variety of information and data for the preparation of staff reports and studies.
8. Performs basic redevelopment tasks related to real estate transactions, economic development, redevelopment, and/or housing programs.
9. Assists in the management and coordination of a variety of grant programs, including the City's community development block grant (CDBG) program.
10. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Principles and practices of land use planning.
- Basic principles and practices of redevelopment.
- Current trends in federal, state, regional and local planning and redevelopment.
- California Environmental Quality Act.
- State subdivision map act and pertinent laws, ordinances and regulations governing planning.
- Geographic Information Systems.

Skill and Ability to:

- Perform a wide range of professional planning work.
- Organize, conduct and present major planning research studies.
- Interpret and apply laws and regulations regarding planning projects.
- Communicate clearly and concisely, both orally and in writing.
- Operate a personal computer and relevant software in a Mac environment.
- Evaluate architectural proposals and urban design/site plans.
- Write and review complex CEQA documents.

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, urban studies or a related field, and three years experience in municipal planning.

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.
- May be required to work evenings or weekends.