



## ASSISTANT/ASSOCIATE PLANNER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION**

Under the direction of the Planning Manager, this classification performs a variety of professional duties related to current and advance planning, and performs other duties as required. An incumbent Assistant Planner may qualify for reclassification to the Associate Planner position upon satisfactory completion of the required minimum years of experience for the Associate Planner position, as determined by the Planning Manager.

### **ESSENTIAL FUNCTIONS** *(Include, but are not limited to the following)*

The duties and responsibilities listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the classification.

Duties may include, but are not limited to, participating in implementation of goals, objectives, policies, and priorities of the Planning Division; participating in zoning administration and application to a variety of projects, including providing technical assistance to the public regarding planning matters; attending meetings of the Planning Commission and/or City Council as required; making presentations to City boards and commissions, as required; coordinating environmental review for assigned projects; establishing good working relationships and working cooperatively with all City departments; participating in zoning code enforcement as necessary; and other duties as assigned.

### **QUALIFICATIONS** *(The following are minimal qualifications necessary for entry into the classification)*

#### **Education and Experience:**

**Assistant Planner:** A Bachelor's degree from an accredited four-year college or university in Planning, Urban Studies or a closely related field. A minimum of one (1) year of professional experience in municipal planning, with emphasis on current and advance planning. A Masters degree may be substituted for the required one (1) year of experience.

**Associate Planner:** A Bachelor's degree from an accredited four-year college or university in Planning, Urban Studies or a closely related field. A minimum of three (3) years of professional experience in municipal planning, with emphasis on current and advance planning. A Masters degree may be substituted for one (1) year of experience.

## **Licenses and Certifications:**

Possession of a valid Class C California Driver's License.

**KNOWLEDGE/ABILITIES/SKILLS** *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

**Knowledge of:** current and advance planning; basic arithmetic, geometry and statistics; fundamental knowledge of applicable State, federal and local ordinances, codes, laws, rules and regulations and legislative issues related to planning; methods and techniques of research, statistical analysis, and report presentation; architectural, urban planning & zoning, development and construction principles and practices; principles and practices of research, analysis, data compilation, and effective report writing; principles, practices, and techniques of effective customer service and collaborative problem solving; business ethics; office administrative practices and procedures, such as business letter writing and the operation of standard office equipment; all computer applications and hardware related to performance of the essential functions of the job; record keeping, report preparation, filing methods and records management techniques.

**Abilities:** ability to establish and maintain effective working relationships with others; ability to communicate in English both orally and in writing at the appropriate level; ability to perform mathematical calculations at the appropriate level; ability to learn and follow City and departmental policies procedures; ability to read and interpret documents such as operation and maintenance instructions, and procedure manuals; ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy; ability to draft and type correspondence; ability to deal with problems involving several complex variables in non-standardized situations.

**Skill in:** using tact, discretion, initiative and independent judgment within established guidelines; applying logical thinking to solve problems and accomplish tasks; preparing clear and concise reports, correspondence, and other written materials; preparing and delivering presentations; organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction; communicating orally and in writing with internal staff, the public, and City and government officials in order to give and receive information in a courteous manner; using a computer and appropriate computer applications to perform the essential and important functions of the job; operation and routine maintenance of general office machines such as copiers, facsimile machines, and telephone systems; analyzing and resolving technical data, situations and problems; researching, compiling, and summarizing a variety of informational and statistical data and materials.

A-112  
ASSISTANT/ASSOCIATE PLANNER  
AFSCME 829  
NON-EXEMPT  
REVISED: APRIL 2008