



## 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**

Mid-level position of four levels in the Planning Department, with the Senior Planner and City Planner providing supervision. Responsibilities include: working with applicants on projects requiring Planning Commission review; preparing staff reports, environmental documents, and participating in Planning Commission meetings, provide support with supervision for advanced planning projects for mandated general plan, other policy implementation, and code revision recommendations, counter and telephone support to explain code to citizens and designers, coordination and supervision of zoning technicians in day-to-day zoning administration and planning activities.

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

Assist at the counter and on the telephone those requesting information on prior history, procedures, and planning permits; review plans for zoning and other code compliance; assist in preparation of studies and reports for the commission and other departments as needed to implement city plans and policies; review permits and business licenses for compliance with city codes; make field inspections for projects and code enforcement; coordinate, manage, and produce the biweekly planning commission agenda and packet under the direction of the Senior Planner and City Planner.

Prepare environmental review and coordinate processing for City; assist City Planner with project activities involving county, state, and federal agencies; assist with advanced planning activities, code revisions, and requested studies; develop quality assurance data and monitor quality assurance; supervise zoning technicians in their day-to-day activities when needed.

### **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 advanced planning; basic arithmetic, geometry, and statistics; conversant with California planning regulations and California Environmental Quality Act content and processing procedures; ability to read and interpret architectural plans and engineering maps, prepare effective written reports and present information at public meetings, basics of plan checking for zoning code compliance including necessary calculations; word processing and other basic computer skills; basic graphic skills; organization skills including keeping track of project timelines and data collection and tabulation.

**Ability to** collect data, tabulate results, analyze information, and prepare written

documents and reports summarizing data; supervise and manage zoning technicians as needed; prepare statistical analyses for quality assurance review; write business correspondence explaining city policies and procedures; maintain a strong customer service orientation; perform mathematical computations with speed and accuracy; interpret engineering and planning maps, plans, specifications and legal descriptions, and check building plans for zoning compliance.

**Skills:** Ability to prepare maps, charts, and other graphics; collect and analyze data; make effective oral and written presentations; summarize substantial file materials into clear and concise written reports; ability to prepare word processing material on the computer efficiently and accurately; and compute simple statistical analyses.

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

**Education and Experience:** A minimum of a 4-year college degree and three years full-time experience in planning or a closely related field, *or* a masters degree in planning or closely related field and two years full-time experience with some experience in a service business desirable. A portion of the required experience should include time spent in a planning department, architectural, or similar office.

**License:** Possession of valid Class C California driver's license.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

Establish and maintain cooperative working relationships with professionals in various disciplines; ability to be calm in stressful situations; be tactful and diplomatic in dealing with the public; sit at a desk and stand at a counter for long periods of time; climb, crouch, crawl on site inspections; see and hear well enough to perform the above duties.

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AFSCME 829  
NON-EXEMPT  
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