

**City of San Juan Bautista  
Position Description**

**Contract Planner**

**Hours: 40**

**Employee: Temporary**

**Compensation: \$20.41 Hr**

**General Description of Function & Purpose:**

Under general supervision, to perform professional level work in the field of current and advanced planning; and to provide information and assistance to developers and the public on planning related matters.

**Supervision Exercised:**

Supervision as designated by City Manager.

**Specific Examples of Duties & Responsibilities:**

1. Research, analyze and interpret social, economic, population, and land use data and trends; prepare written reports on various planning matters and elements of the General Plan.
2. Prepare initial studies; define the scope of work; review environmental impact reports.
3. Participate in and coordinate consultant work in the preparation of the City's General Plan.
4. Compile information and prepare recommendations on special studies; prepare related planning reports.
5. Provide information to the public regarding zoning, land use, and the General Plan; participate in public meetings as necessary.
6. Confer with and advise architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards.
7. Review development proposals and applications for compliance with appropriate regulations and policies; prepare reports of recommendations.
8. Prepare staff reports for the Planning Commission, City Council, and the Planning Review Committee.
9. Check commercial, industrial, and residential development plans for issuance of zone clearance; process permit applications and calculate appropriate fees.
10. Research and draft ordinances for review by the Planning Director and Planning Commission.
11. Investigate complaints of zoning violations and recommend corrective action as necessary to resolve complaints concerning the City's planning function.
12. Participate in coordinating planning activities with other City departments; conduct meetings to define project scope.
13. May provide technical assistance to professional and clerical planning staff.
14. Other duties as assigned.

**Required Knowledge, Skills & Abilities:**

**Knowledge of –**

Principles and practices of urban planning and development.

Recent developments, current literature, sources of information, and research techniques related to the field of urban planning.

Modern office methods, practices, procedures, and related equipment.

Mathematical principles.

**Skills to –**

Operate modern office equipment including computer equipment.

**Ability to –**

Learn laws underlying general plans, zoning, and land divisions.

Learn historic preservation principles.

Learn applicable environmental laws and regulations and methods of assessment.

Analyze and compile technical and statistical information and prepare routine reports.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines**

*Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

**Experience –**

One (1) year of directly related municipal planning experience is desirable.

**Training –**

Equivalent to a Bachelors degree from an accredited college or university with major course work in urban planning or a related field.

**Special Requirements**

*Essential duties require the following physical skills and work environment –*

Ability to work in a standard office environment.

***I have received a copy of this job description.***

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**