

CITY OF REEDLEY

**ASSISTANT PLANNER
ASSOCIATE PLANNER**

DEFINITION

Under general supervision (Assistant Planner) or direction (Associate Planner), to perform a variety of technical and professional level duties in the field of current and advance planning, redevelopment, and housing assistance; and to provide information and assistance to developers, the business community and the public on planning, zoning, land use, permits and development related matters.

DISTINGUISHING CHARACTERISTICS

Assistant Planner--This is the entry level in the professional planning class series. Positions at this level may perform most of the duties required of the positions at the Assistant Planner level but are not expected to function at the same skill level and exercise little independent discretion and judgement in matters related to work procedures and methods. Work is supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedure are explained in detail as they arise. Since the class is often used as a precursor to the Assistant Planner class, employees have only limited or no directly related work experience.

Associate Planner--This is the full journey level in the professional planning class series. Positions at this level are distinguished from the Assistant Planner level by the performance of the full range of duties as assigned, working independently and exercising judgement and initiative. Responsibility include the application of professional knowledge and skills to various municipal planning, zoning and development problems and projects. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Associate Planner level are normally filled by advancement from the Assistant Planner level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Associate Planner level.

SUPERVISION EXERCISED

Assistant Planner

May exercise technical and functional supervision over technical and clerical staff.

Associate Planner

Exercises technical and functional supervision over less experienced professional staff as well as technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Compile information for a variety of studies and reports; research, analyze, and interpret social, economic, population, and land use data and trends; develop recommendations and prepare written reports on various planning matters and elements of the general plan.

Research, collect, record, analyze, interpret, and summarize statistical and demographic information; establish and maintain a comprehensive database.

Conduct studies, surveys, and needs assessments for the development of programs to address significant development issues.

Assist in the preparation of staff reports for the Planning Commission, City Council, and various committees and advisory boards as directed; prepare and maintain research, reports, maps, logs, and files; conduct public hearings; attend meetings including the Planning Commission and City Council meetings, as assigned.

Review commercial, industrial, and residential development proposals, plans, and applications for issuance of zoning clearance and compliance with appropriate regulations and policies; inspect properties and structures for compliance with current City zoning codes and regulations; identify corrective actions to be taken by owner; recommend improvement and rehabilitation programs; conduct follow-up inspections and re-checks as required; process permit applications and calculate appropriate fees.

Plan check building permit requests; confer with and advise architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards; provide and clarify information relative to zoning, general plan compliance, signage, and other issues.

Screen and evaluate applications for home occupation and conditional use permits, signs, lot mergers, variance, subdivision, and parcel maps; confer with applicants and project sponsors on presented plans; design and review lot line adjustments.

Research and draft ordinances for review.

Monitor project budget expenditures.

Participate in the development of department policies and procedures; process Municipal Code and General Plan amendments; conduct legislative analyses.

Check planning records to identify maps which require updating; identify changes recorded in assessors' parcel books; compute acreage and frontages.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Participate in coordinating City planning and development related activities with other City departments and outside agencies.

Assist the public at the front counter; answer questions and provide information to the public; receive and review applications for completeness and compliance; investigate complaints and recommend corrective action as necessary to resolve complaints concerning the City's planning function.

Provide testimony in court on alleged violations.

Review business licenses for compliance with zoning ordinances.

Prepare and process various legal documents including lot line agreements and legal descriptions.

Review final plans to ensure conformance with conditions of approval; perform site inspections.

Assign addresses to new developments; communicate with other agencies regarding addressing.

Prepare requests for proposals; evaluate proposals; monitor consultant work.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Assistant Planner

Knowledge of:

Principles and practices of urban planning and development.

Site planning and architectural design principles.

Principles, practices, and procedures of code enforcement.

Recent development, current literature, and sources of information related to information planning and zoning.

Pertinent Federal, State, and local laws, codes, and regulations.

Knowledge of:

Modern office methods, practices, procedures and equipment, including computer hardware and software necessary for graphic presentation, mapping, and database management.

Current social, political, and economic trends.

Methods and techniques of effective technical report preparation and presentation.

Research techniques in the field of urban planning.

Safe driving principles and practices.

Skill to:

Operate drafting tools and equipment.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions including California Planning Law, the Subdivision Map Act, the California Environmental Quality Act (CEQA), land use and zoning regulations, codes, ordinances, and laws.

Read, interpret, and apply a variety of technical information from reports, maps, plans, specifications, drawings, layouts, blueprints, schematics, and legal descriptions.

Interpret planning and zoning programs to the general public.

Analyze and compile technical and statistical information and prepare reports.

Identify and respond to public, Planning Commission, and City Council issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Analyze site design, terrain constraints, circulation, land use compatibility, utilities, and other urban services.

Ability to:

Enforce ordinances and regulations effectively and tactfully.

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 year of professional planning experience in a public agency.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, economics, public or business administration, or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some exposure to outdoors; ability to travel to different sites and locations.

Associate Planner

In addition to the qualifications for Assistant Planner:

Knowledge of:

Comprehensive principles and practices of urban planning and development.

Advanced site planning and architectural design.

Ability to:

Effectively administer a variety of land use and development programs and activities.

Perform professional planning work with a minimum of supervision.

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:

Three years of professional planning experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, economics, public or business administration, or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some exposure to outdoors; ability to travel to different sites and locations.

Effective Date: December, 1997