

ASSISTANT PLANNER IDEFINITION

Under general supervision, performs routine professional and technical tasks as a member of a team of professional planners in the Planning Division.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

As part of a team of professional planners, conducts research, collects and analyzes data, identifies pertinent planning/land use issues, prepares reports and makes recommendations pertaining to land use, zoning and other related planning functions. Conducts field surveys and investigations, compiles survey data/material and writes reports. Assists with preparation of general plan elements and coordination of development review process. Staffs the planning counter and provides general planning information to the public. Prepares and makes presentations to neighborhood groups, the Zoning Administrator, Historic Resources Commission, and Planning Commission. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is the experienced entry-level professional planning classification in the planning series. This class is distinguished from the next higher class of Assistant Planner II by the level of responsibility and the complexity of projects assigned.

RECOMMENDED MINIMUM QUALIFICATIONS

One year of professional level experience in a municipal or regional planning administration. College level coursework in urban planning, architecture, geography, environmental studies, public administration or other related fields may be used in combination with experience to meet the necessary minimum qualifications, or any equivalent combination of experience and training which provides the following knowledge, skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: general planning principles and practices; state and municipal planning regulations and ordinances; local government decision making processes pertaining to zoning and land use regulation; research principles and techniques. Some knowledge of computer applications in local government operations and planning.

Ability to: conduct surveys/field research; collect/analyze data, and develop sound recommendations; write comprehensive reports; interpret state laws and city ordinances; communicate clearly and concisely orally and in writing; provide accurate information at planning counter; utilize scales and templates to review project plans; calculate code requirements for parking, landscaping, density and other planning parameters; operate a computer to retrieve information from various databases and utilize word processing software; speak effectively at public meetings and before City Council, Historic Resources Commission, Planning Commission; establish and maintain effective working relationships with fellow employees, planning staff of other public agencies, contractors, developers, architects, property owners and the public in an culturally diverse community.

SPECIAL MINIMUM REQUIREMENTS

Must possess and retain a California Class C Driver's License as a condition of employment.

SPECIAL WORKING CONDITIONS

Willingness and ability to work irregular hours, including weekends and evenings as needed. Must be able to work at a public counter, which may involve standing for extended periods of time, possibly several hours per day.

CHARACTERISTICS OF SUCCESSFUL PERFORMER

The successful performer is a well-organized self-starter with an eye for detail, who completes tasks with minimal supervision and handles multiple priorities within specified deadlines. Dedicated to the principles of total quality service, this team player maintains a sense of humor and a pleasant attitude under pressure of heavy customer service demands. Sensitive to the need for confidentiality, the successful Assistant Planner I possesses excellent judgement and is able to facilitate the customer's immediate needs while also adhering to the City's long term planning goals.

Class title established per Council Resolution No. 89-4,  
effective 1-1-89

Class specification prepared and approved 7-89

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ADA Approved: 05/04, 08/08