

ASSISTANT PLANNER IIDEFINITION

Under general supervision, performs complex professional planning duties in any of the three major planning disciplines (public planning counter, current, or regional and advanced planning) to support implementation of Planning Division goals.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

As part of a team of professional planners, reviews development proposals with property owners, conducts research, performs field surveys and on-site inspections, collects/analyzes data and identifies pertinent planning land use issues. Prepares comprehensive written reports and makes recommendations pertaining to proposal compliance with land use, zoning and other planning regulations. Assists in the preparation of plans and project designs; coordinates development review process with the Development Review Team; writes Requests for Planning Commission/City Council action. Writes General Plan elements/amendments; coordinates public input and Planning Commission review. Prepares and makes oral presentations to neighborhood and civic groups, Zoning Administrator, Historic Resources Commission, Planning Commission and City Council. Applies the Secretary of Interior's standards to historically sensitive projects. Answers requests for information orally and/or through written correspondence. May perform as the lead planner on intermediate level projects; may serve with representatives of other agencies on regional committees. May assist with training and mentoring of lower level staff. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is the journey level classification in the professional planning series. Incumbents generally perform the same duties as employees in the Assistant Planner I classification, but have more interaction with property owners who have complex and sensitive projects. Assistant Planner II's are also more involved in writing action items for the Historic Resources Commission, Planning Commission and City Council. This class is distinguished from the Associate Planner in terms of the complexity of assigned work and the degree to which lead responsibilities are performed.

RECOMMENDED MINIMUM QUALIFICATIONS

Two years of progressively responsible professional level experience in municipal or regional planning administration. Education equivalent to graduation from an accredited college or university with a Bachelor's Degree in urban planning, architecture, geography, environmental studies, public administration or a related field, or any equivalent combination of training and experience which provides the following knowledge, skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: provisions, scope and purpose of state planning laws and related municipal ordinances; principles and practices of municipal planning; research methods and sources of statistical data. Some knowledge of computer applications in local government and planning operations.

Ability to: interpret laws and municipal ordinances, apply them to specific cases, make sound recommendations and prepare comprehensive reports; communicate clearly and concisely, orally and in writing; respond effectively to requests for information from the public, orally or through written correspondence; operate a computer to retrieve information from various databases including Geographic Information Systems (GIS) and utilize word processing software; speak effectively at public meetings and before City Council, the Planning Commission, and the Historic Resources Commission; utilize principles of Total Quality Service in day-to-day operations; assist with training and directing lower level technical, clerical and part-time staff; develop and maintain effective working relationships with property owners, developers, community groups, public officials, planning staff of other public agencies, other city employees and the general public in a culturally diverse community.

SPECIAL REQUIREMENT

Must possess and retain a valid 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.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is a knowledgeable professional who initiates and completes tasks independently with minimal supervision, and is efficient and capable of handling multiple priorities within tight timelines. Sensitive to the need for confidentiality, this effective team player is dedicated to accomplishing Agency objectives and the principles of Total Quality Service in all dealings with internal as well as external customers. Flexible and adaptable to change, this individual possesses excellent judgement and is able to respond to customers' needs while also adhering to the City's long term planning goals.

Previous class title: Assistant Planner

Class title change per Council Resolution No. 81-4
effective 1-1-89

Class specification revised and approved 7-89

Class specification revised: 10/02

ADA approval: 05/04, 08/08

Reviewed: 07/05, 08/08