

ASSOCIATE PLANNERDEFINITION

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

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

In assigned program or project, performs complex professional planning duties as follows: conducts research, analyzes data, makes recommendations, and prepares comprehensive reports regarding land use, zoning, and other related planning and development issues. Acts as the lead for a team of professional planners assigned to major planning and/or complex development review projects. Reviews plans with property owners, civic leaders and policy review boards; performs site inspections; attends offsite meetings. Makes presentations to community groups, Zoning Administrator, Historic Resources Commission and Planning Commission. Trains professional and technical staff. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is the advanced journey lead level class in the professional planning series. Incumbents are expected to function as subject matter experts in certain areas of expertise within the range of planning disciplines, and handle complex planning/development projects. They serve as team leaders on assigned projects, and may provide functional (lead) supervision of professional and technical staff assigned to the Planning Counter.

This class is distinguished from the next lower (journey level) class of Assistant Planner II in that the Associate routinely performs duties as a team leader and functional (lead) supervisor, whereas the Assistant Planner II carries only a limited lead role by giving occasional instruction and assistance to lower level staff. The two classes differ also in the greater scope and complexity of projects assigned to the Associate.

The Associate Planner class is distinguished from the next higher class of Senior Planner in that while the Associate has the responsibilities of a team leader, or for training and overseeing the operations of the Planning Counter, the Senior functions as a full supervisor and is responsible for training, evaluating and disciplining subordinate personnel, including Associate Planners.

RECOMMENDED MINIMUM REQUIREMENTS

Three years of progressively responsible professional planning 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

Thorough knowledge of: the provisions, scope and purpose of State planning laws and related municipal ordinances; California Environmental Quality Act; California Subdivision Map Act; principles and practices of municipal planning; research methods and sources of statistical data.

Ability to: interpret laws and ordinances, apply them to specific cases, make sound recommendations and prepare comprehensive reports; communicate clearly and concisely, orally and in writing; perform as lead for a team of professional planners on assigned projects and/or provide effective lead supervision of planning counter operations; train professional and technical staff; utilize principles of Total Quality Service in day-to-day operations; develop and maintain effective working relationships with property owners, developers, community groups, public officials, regulatory 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 PERFORMER

The successful performer is a creative problem solver who achieves resolution of conflicting interests through his or her technical knowledge, intuition, tact, patience and toughness. This individual is decisive, yet is able to apply good judgment and flexibility as circumstances change. An effective team leader, the Associate Planner utilizes the principles of Total Quality Service as the fundamental approach to Planning Division operations.

Class title established per Council Resolution No. 66-60

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