

## **PLANNER**

### **DEFINITION**

Under general direction, plans, reviews, organizes and processes various plans and proposals relating to the City's growth and development; serves as staff to the Architectural and Site Review Committee; makes staff recommendations and presentations to the Planning Commission and the City Council in the Community Development Director's absence; performs other work as required.

### **DISTINGUISHING CHARACTERISTICS**

This classification functions as a fully trained, skilled, professional community planner in carrying out diverse planning activities including writing and updating general plan elements, doing other advance planning, developing community design guidelines for the proper utilization of space and aesthetics, chairing twice monthly meetings of the Architectural and Site Committee, preparing grant applications, and interpreting the planning code and community planning philosophy to individuals and developers.

### **EXAMPLE OF DUTIES**

Plans, reviews, organizes and processes planning and development activities for orderly community change.

Provides technical advice to other departments and public on planning, land use and zoning matters.

Coordinates planning activities of the City with other government jurisdictions.

Provides information to general public concerning variances, use permits and other types of planning relating inquiries.

Prepares Architectural and Site Review Committee agenda and chairs the twice monthly meetings.

Prepares staff recommendations and reports for, attends meetings of, and makes presentations and provides assistance as required to, the Planning Commission and City Council.

Prepares memos, correspondence, reports, maps, graphic illustrations and public hearing notices.

Enforces policies and procedures of the Zoning Ordinance, Subdivision Ordinance, General Plan, California Environmental Quality Act and Coastal Zone regulations.

Provides ordinance requirement information to applicants regarding their development plans, including design requirements.

Updates various planning materials such as the Housing and Noise Elements of the General Plan.

Prepares ordinance amendments.

Performs research in and prepares studies of the city population, growth and development patterns.

Develops, writes and implements various grant applications including the Community Development Block Grant (C.D.B.G.) program.

Develops housing rehabilitation plans, land acquisition and housing construction plans under the C.D.B.G. program.

## PLANNER

Maintains budget information and records for grant projects.

Reviews building permit applications for conformance with the various ordinances and planning regulations.

Performs final inspections of projects to determine conformance with planning requirements.

## KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of urban planning.
- Sources of information related to urban growth and development.
- Laws, codes and ordinances governing general plans, environmental matters, zoning and land use.
- The community, its history and the desires of the citizenry concerning the appearance and environment of the city.
- Methods of statistical collection and tabulation and research.

Ability to:

- Provide professional direction, assistance and leadership to the City's planning process.
- Interpret planning and zoning programs for the public.
- Identify, coordinate and assist in resolving divergent interests in land use policy.
- Prepare concise written reports.
- Work cooperatively with the Community Development Director, City Manager, City policy making bodies, other departments and agencies and the general public.
- Develop and write various types of grant proposals.
- Understand design concepts, techniques and methods.

## EDUCATION AND EXPERIENCE

Any combination of training and experience which is likely to provide the required knowledge and abilities would be acceptable for employment. A typical background would be:

### Education

Equivalent to graduation from an accredited four year college or university with major course work in urban planning.

### Experience

Four years of progressively responsible professional urban planning experience.

## SPECIAL REQUIREMENTS

Possession of a valid California Driver's license.

Effective: May 2012