

ASSOCIATE PLANNER

GENERAL PURPOSE

The Associate Planner carries out activities related to review and processing of development applications, including the preparation of written and oral reports and recommendations to the Zoning Administrator, Architectural and Site Review Committee, Planning Commission and City Council, site design evaluation, interaction with applicants and the public, and coordination of review by other departments and agencies. Under direction, the Associate Planner also researches, prepares and carries out comprehensive, professional activities related to special studies and area plans, zoning ordinance/map amendments, elements of the General Plan and Local Coastal Program, environmental resource protection, trip reduction program, CEQA/NEPA environmental review, demographic and economic data gathering, research and analysis, historical preservation, and other related work as assigned.

SUPERVISION RECEIVED

Reports to the Community Development Director. Works under the general supervision of the Zoning Administrator and Community Development Director.

SUPERVISION EXERCISED

Provides guidance to and works with the Counter/Records Technician; may supervise interns.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Review, research, field inspect, analyze and writes staff reports, with staff recommendations based on appropriate findings and conditions, for various types of development applications. Interact with applicants to suggest improvement and/or modification of development applications to better comply with city ordinances and standards.

Present reports and recommendations to Zoning Administrator, Architectural and Site Review Committee, Planning Commission, City Council, and other committees and groups as required.

Assist applicants and the general public with interpretation of adopted development regulations and standards, and provide information about the development review process.

Conduct research and assist in the preparation of reports and recommendations on land use, housing, open space, circulation, economic development, trip reduction, resource management, and other planning issues.

Conduct appropriate research and prepare zoning ordinance and other municipal code amendments.

Conduct environmental review and prepare required CEQA and NEPA documents, and/or administer consultant contracts for preparation of required technical reports and Environmental Impact Reports.

Supervise subordinate staff, interns and student assistants as assigned.

Coordinate planning activities and provide information to developers, realtors, civic and business groups, citizen and neighborhood groups, advisory groups, other city departments, regional planning agencies, officials from nearby jurisdictions, and the general public.

Research methods for, and assist with carrying out and monitoring compliance with various environmental resource protection efforts, including but not limited to defining and enforcing conditions of development approval, inter-agency coordination, assistance to special interest and advisory groups, and updates of policy and regulatory documents; such as for heritage trees, creeks, riparian habitats, and monarch butterfly habitats.

Compile information and prepare other materials required by various types of grant applications. Administer various types of grants, including activities necessary for grant administration such as compliance with federal and state overlay requirements, budgeting and tracking expenditures, contract preparation and administration, and status report/reimbursement request preparation.

Carry out activities related to enforcement of zoning and land development laws.

Use a computer to prepare written reports and agendas, to conduct financial and other quantitative analyses, to generate maps and exhibits, and to input and retrieve land use and permit tracking information.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

(A) Bachelor's degree in city planning or a related field from an accredited college or university, and three (3) years of professional planning experience. A Master's degree in Planning may be substituted for one (1) year of the required experience.

(B) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Knowledge of:

Thorough knowledge of the principles and practices of city planning, including application review and processing, preparation of area and specific plans, environmental analysis, and zoning enforcement.

Thorough knowledge of and ability to apply various State laws related to planning issues, including State Planning and Development Laws, the Subdivision Map Act, the Coastal Act, the California Environmental Quality Act, and the Permit Streamlining Act.

Knowledge of computers and electronic word and data processing; modern office practices and procedures.

(B) Skill to:

Proficiently learn and operate listed tools and equipment.

(C) Abilities:

Ability to interact and communicate with the public in a helpful, positive, fair, tactful, resourceful, courteous and effective manner, while providing accurate information regarding city ordinances and the development process, over the public counter, on the telephone, and in the field.

Ability to learn, interpret and apply a large number of codes, ordinances, policies and procedures.

Ability to evaluate applications and proposals against design and use standards, and city and planning policies.

Ability to write clear and comprehensive reports.

Ability to perform thorough research and analysis related to planning issues, including quantitative and statistical analysis.

Ability to analyze planning issues, information and data, and develop appropriate recommendations for action.

Ability to administer and enforce zoning and land development laws with sound judgment and impartiality.

Ability to use a computer and learn various word processing, database, spreadsheet, permit tracking, and Geographic Information Systems (GIS) computer software programs.

Ability to make clear and effective oral presentations to advisory bodies, decision makers, members of the public, and community groups.

Ability to establish and maintain harmonious, effective and appropriate working relationships with other city staff, management, elected officials, applicants, and the general public.

Ability to work and use good judgment under stressful conditions and with frequent interruptions.

Ability to learn and appropriately employ various conflict management and conflict resolution techniques; and other skills used in dealing effectively with the public.

Ability to organize information and efficiently prioritize work.

Ability to follow and give oral and written instructions, including supervision of assigned personnel and following city administrative and personnel procedures.

SPECIAL REQUIREMENTS

Possession of at time of hire and continued maintenance of a valid California driver's license and a safe driving record.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, database, GIS, spreadsheet, permit tracking software; telephone, pen/pencil, calculator, rulers, postage machine, fax machine, copy machine, light meter, noise meter, motor vehicle.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor/field work is required to post public notices, observe zoning and other code violations, inspect properties and development projects for compliance with codes and conditions of approval, and to attend off-site meetings. The employee is occasionally required to climb or balance, stoop, kneel, or crouch.

While performing the duties of this job, the employee is frequently required to stand or sit, drive a motor vehicle, walk, talk and hear, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. Hand-eye coordination is necessary to operate computers and various office equipment. The employee must frequently retrieve files, and must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, for detailed computer work, reading, and field work. The noise level is usually moderately quiet, although it can be moderately noisy at the public counter.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related to, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: 10-99