



ASSOCIATE PLANNER Classification Specification Non-Represented Professional/Supervisory

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision by senior planning staff, performs professional planning work in land use and urban planning including current and/or advanced planning projects within the City and in the implementation of the City's general plan as well as related policies and regulations. Responsibilities include the preparation of specific reports and plans with opportunity for independent judgment in planning work details and making technical determinations; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Associate Planner** is the full professional, journey-level class in this series. Incumbents conduct planning research and analysis in routine to complex planning projects. Incumbents in this position work under specific direction in the preparation of planning studies and reports on routine and complex current planning projects, as well as conduct research and prepare ordinances and policy memos. The Associate Planner will complete staff reports and presentations on such projects and present findings to the Development Review Committee and Planning Commission. Work may include assisting with the instruction or project direction of lower-level professional, technical and clerical staff members. This classification is distinguished from the Assistant Planner class by the greater complexity of the assignments received and by the greater independence with which the incumbent is expected to operate in making determinations for land use and permitting issues.

SUPERVISION RECEIVED/EXERCISED:

General supervision is received from the Principal Planner and/or Senior Planner. Assignments may require technical or functional supervision of technical, clerical or lower level professional positions.



ESSENTIAL FUNCTIONS: *(The following is a typical list of duties assigned to the Associate Planner. The duties included in this list are examples and are not intended to be all-inclusive or restrictive.)*

- Plans, organizes and conducts research studies and develops recommendations regarding land use, zoning, urban design, population trends, transportation, housing and environmental needs.
- Analyzes and interprets social, economic, population and land use data and trends; prepares written and graphic reports on various planning matters and elements of the General Plan.
- Reviews, and processes plans and applications for subdivision, housing and commercial developments, variances, user permits, and business licenses; determines conformity with laws, policies, regulations and procedures; recommends approval or identifies problems and alternatives.
- Provides technical assistance in the analysis, coordination and implementation of development requirements and regulations; responds to complaints and requests for information and assistance to developers, property owners and the public regarding laws, policies, regulations, standards and procedures with respect to the submission of plans, processing of applications and implementation requirements.
- Reviews rezoning, variance, conditional use permit, subdivision, site plan and design review and other similar planning related applications; advises property owners and petitioners on the effect and implications of zoning and development actions.
- Compiles information and makes recommendations on special studies; researches and drafts ordinances for review.
- Represents the Division and explains planning objectives and policies to various organizations, agencies, and public groups as necessary.
- Provides technical staff support to the Planning Commission and other committees, commissions and boards as assigned; may represent the division by serving as a member of planning related committees; may chair the Development Review Committee in the absence of senior staff.
- Prepares staff reports on a personal computer and presents graphic presentations involving digital imaging systems for public hearings before the Planning Commission, City Council, other appointed officials and the general public.
- Perform other related and peripheral duties as required and necessary for the successful performance of this job.



QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an Associate Planner. A typical way of obtaining the required qualifications is to possess the equivalent of two (2) years of experience involving professional public planning and zoning work; a Bachelors degree from an accredited college or university with major coursework in planning or a related field considered useful in City planning work; and a High School diploma or GED. Internships or temporary assignments with public agencies or private planning firms may be considered as part of the required experience.

License/Certificate:

Possession of, or ability to obtain, a valid class "C" California driver's license.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

Knowledge of:

Objectives, principles, procedures, standards, practices and information sources of urban planning; implementation of zoning and other municipal ordinances; methods used in developing information for General Plan modifications; application of land use, traffic engineering, physical design, architecture, economic, environmental and/or social concepts to the planning process; applicable local, State and Federal laws and regulations, including the Subdivision Map Act and the California Environmental Quality Act; community trends and market analyses techniques; math concepts, including statistical analysis techniques and formula relevant to the planning process; terminology, symbols, methods, techniques and instruments used in planning and map drafting; experience with GIS highly desirable; local government organization and the functions and practices of a municipal planning unit.

Skill to:

Operate personal computers and related software, tools and drafting materials necessary to perform assigned duties effectively.

Ability to:

Analyze and compile technical and statistical data and prepare reports; interpret planning and zoning programs to the general public; perform complex professional planning work with a minimum of supervision; apply those aspects of Federal, State and local laws, regulations, policies, procedures and standards pertaining to the planning



process; interpret maps, site and building plans and specifications, graphs and statistical data; research, analyze and summarize planning data both manually and with computer programs; communicate clearly and concisely both verbally and in writing; exercise sound independent judgment within established guidelines; develop and complete work programs for long-term assignments; establish and maintain effective working relationships and communications with the public, other City personnel, and outside agencies.

WORKING CONDITIONS:

Position requires prolonged or intermittent sitting, standing, walking on level, uneven, or slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting and crouching. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports and using a computer keyboard in the performance of daily duties. Additionally, the position requires near and far vision when reading correspondence and using a computer and acute hearing is required when providing phone service and communicating in person. The need to lift, carry, push, and pull files, reports and other materials weighing up to 40 pounds is required. The employee may occasionally be required to travel to different sites and locations; when working outdoors the incumbent may encounter extreme weather conditions, including wet, hot, cold, wind, snow, ice, and heavy vehicle traffic. The noise level in the work environment is usually quiet to moderate when indoors and moderate to loud when outdoors.

Revised June 2005
Working Conditions and Formatting Revised July 2008
Revised September 2020