

ASSISTANT PLANNER
ASSOCIATE PLANNER

DEFINITION

To perform professional municipal planning work, including conducting planning studies; collecting and presenting data; to prepare reports and assist the public with planning and zoning information; to perform research and review, process and analyze applications and related documents; and to provide professional level support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

Assistant Planner - This is the entry level class in the professional Planner series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Assistant Planner class is distinguished from the Associate level by the performance of less than the full range of duties assigned to the Associate level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Associate Planner - This is the journey level class in the professional Planner series and is distinguished from the Assistant level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Assistant level.

This class is distinguished from the Senior Planner in that the latter performs advanced planning duties and provides technical and functional supervision over assigned professional staff.

SUPERVISION RECEIVED AND EXERCISED

Assistant Planner

Receives general supervision from the assigned supervisor; and may receive technical and functional supervision from more experienced staff.

Associate Planner

Receives general supervision from the assigned supervisor; and may receive technical and functional supervision from more experienced staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform professional municipal planning work, including to conduct planning studies; collect and present data; prepare reports.

Provide accurate and timely responses to the public related to planning and zoning information.

Receive, review and process applications for compliance with the City's Land Use Code, General Plan and Special Study Area Plans and applicable State planning laws. Perform basic plan review for conformance with City site development standards; perform initial evaluations for compliance with California Environmental Quality Act (CEQA) requirements.

Conduct research including field inspections; prepare reports and recommendations regarding land use topics including but not limited to: zoning, urban design, population trends, transportation, housing, sustainability, and community service needs; provide research and other information for the Planning and Building Director and others as assigned.

Maintain compliance with the City's Land Use Code regulations (e.g., signs, business licenses, land use).

Attend City Board, Commission, Committee and Council and other meetings as required.

Prepare professional written communications including staff reports and basic business correspondence; draft ordinances and resolutions.

Provide responsive and accurate zoning information to the public.

Attend pre-application meetings and provide zoning/land use information to applicants.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Assistant Planner

Knowledge of:

Principles and fundamentals of municipal, regional and urban design and planning.

Basic components and principles of urban design, historic preservation, zoning, development and CEQA requirements.

Research, statistical analysis and mathematical concepts related to the planning process.

Terminology, symbols, methods, techniques and instruments used in planning graphics, maps creation, building permits and applications, and municipal design and planning.

Basic principles of reading maps, site and building plans and specifications, graphs and statistical data.

Ability to:

Perform professional municipal planning work, including to conduct planning studies; collect and present data; prepare reports; provide accurate and timely responses to the public related to planning and zoning information.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Learn to research, analyze and summarize planning data both manually and with computer applications.

Learn to review and interpret maps, site and building plans and specifications, graphs and statistical data.

Learn the principles, procedures, standards, practices information sources and current trends of municipal, regional and urban planning and economic development.

Learn the methods and procedures related to application of land use, physical design, economic, environmental and/or social concepts in the planning process.

Learn the application of Land Use Code and other related municipal ordinances.

Learn to analyze and review discretionary development applications.

Prepare clear, concise and complete technical documents, reports, correspondence and other written materials.

Analyze and review discretionary development applications, a variety of reports and related documents.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Learn relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

No professional experience is required.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in city planning, regional planning, urban planning or a related field.

License and Certificate

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Associate Planner

In addition to the qualifications for the Assistant Planner:

Knowledge of:

Relevant local, State, and Federal laws, rules and regulations including General Plans and Specific Plans related to area of assignment.

Principles, procedures, standards, practices information sources and current trends of municipal, regional and urban design, planning and economic development.

Methods and procedures related to application of land use, physical design, economic, environmental and/or social concepts in the planning process.

Application of Land Use Code and other related municipal ordinances.

Ability to:

Prepare and deliver professional presentations.

Understand and apply Federal, State and local laws, regulations, policies, procedures and standards pertaining to the planning process.

Analyze and review discretionary development applications, complex reports and related documents.

Research, analyze and summarize planning data both manually and with computer applications.

Review and interpret maps, site and building plans and specifications, graphs and statistical data.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible experience similar to the Assistant Planner with the City of Healdsburg.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in city planning, regional planning, urban planning or a related field.

License and Certificate

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.