

ASSISTANT PLANNER (PLANNER I)

DEFINITION

Under direct supervision, to perform professional planning assignments in the Planning Division of the County Community Development Department; to participate in planning studies, permit processing, environmental reviews, community design, and general plan preparation; to assist with planning policy formulation and implementation; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the first working level in the professional Planner class series. Incumbents receive relatively close supervision while performing basic planning assignments. Incumbents may provide lead direction to support staff. When sustained work proficiency has been demonstrated, incumbents are generally qualified for promotion to the Associate Planner level.

REPORTS TO

Community Development Director or designee.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

Gathers data and information for planning studies and long range planning policy development; assists with preparation of general plan elements; assists with current planning assignments; assists with and prepares project reports; conducts research and performs data analysis; processes applications for planning permits; may conduct inspections of sites to ensure compliance with General Plan and Zoning Codes; assists with the preparation and prepares environmental studies; assists with the preparation of public presentations; participates in the environmental review of proposed projects; assists with the implementation of general plan amendments and specific planning requirements; assists with the revision of planning ordinances; interprets use permits, ordinances, policies, and regulations; performs basic reviews of site development plans and may prepare and present staff reports on routine items for the Planning Commission; prepares or assists with the preparation of maps and graphs; answers public inquiries regarding planning issues, permit procedures, and zoning; may represent the Planning Department

on committees; provides staff support to local and regional planning advisory committees and certain state mandated and local commissions; maintain confidentiality.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; ability to walk in uneven terrain for extended periods; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in both an office and outdoor environments, often in inclement weather; frequent contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Functions and responsibilities of a public planning agency.
- Principles, techniques, and knowledge of land use planning.
- Computer applications related to planning and land use.
- Current trends in land use planning and community design.
- Research and statistical methods.
- Environmental impacts of changes in land use.
- Graphic illustration and presentation.

Ability and willingness to:

- Learn and enforce Federal, State, and local laws, rules, and regulations related to planning and zoning activities.
- Assist with planning studies and environmental reviews.
- Collect, compile, and analyze technical, statistical, and other information related to public planning.
- Assist with and prepare planning and zoning reports.
- Read and understand laws, ordinances, general plan elements, environmental impact statements, and other documents related to community planning and land use.
- Operate a personal computer and learn to use appropriate software in the performance of professional planning work.
- Effectively represent the Planning Division and the Community Development Department.
- Establish and maintain cooperative working relationships.
- Maintain confidentiality.

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

required knowledge and abilities might be:

Equivalent to graduation from a four (4) year-college or university with major work in planning, or a closely related field. Experience equivalent to that of a Planning Technician with a government agency may be substituted for the required education on a year-for-year basis.

A certificate in planning or a professional certificate in a related field may be substituted for the Bachelor's degree.

Special Requirements: Possession of a driver's license valid in California.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents will be required to follow instructions and to perform other job related duties as may be required.

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Salary Range 60