

**ASSISTANT PLANNER
ASSOCIATE PLANNER**

DEFINITION

To perform professional level planning duties in current and long range community development, environmental and planning projects; to assist with public counter services and apply and explain rules, regulations, procedures and policies; to review plans for consistency with policies and procedures, prepare a variety of reports regarding urban and environmental planning; 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. 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.

SUPERVISION RECEIVED AND EXERCISED

Assistant Planner

Receives general supervision from the Planning Manager.

Associate Planner

Receives direction from the Planning Manager.

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

Perform professional level work to review and process community development, environmental and planning projects and applications.

Conduct research and prepare and present recommendations for commissions, boards, committees and the City Council on a variety of social, economic, population and land use data and trends as assigned.

Provide in-person public counter services, provide responses to inquiries by phone and email; provide detailed information regarding regulations, processes, fees and requirements to architects, developers, the general public and others; calculate fees and other costs; receive, review for compliance to requirements, and process applications, permits and plans.

Prepare a variety of technical and complex staff reports, graphic displays, resolutions, agreements and related documents; gather and maintain statistics and data; prepare agendas and other related documents as assigned.

Perform site inspections and zoning enforcement duties including detailed identification and documentation of inconsistencies with City code as assigned.

Prepare staff reports, resolutions and present them to Planning Commission and City Council.

Participate in investigating and resolving complaints.

Perform a variety of special projects and studies; compile information and make recommendations.

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:

Understanding of the basic principles, practices and trends of urban design, land use, municipal and environmental planning and community and economic development.

Learn the uses and methods for using Geographic Imaging Systems (GIS) and other technical tools used in planning and community development processes.

Methods and procedures for conducting research and statistical analysis.

Principles, methods and procedures for providing excellent customer service.

Methods and procedures to write concise, accurate reports and other documents.

Modern office procedures and computer equipment.

Ability to:

Learn the Planning Services Division procedures, policies and operations and learn to perform professional level municipal planning work.

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 explain planning and community development requirements clearly to the public, applicants, and other departments.

Learn to use excellent customer service to resolve, or assist in the resolution of, routine conflicts or complaints.

Learn to research, analyze, summarize and document planning and community development related issues.

Learn to process applications, permits and plans and accurately compute fees and costs.

Learn to read, understand and interpret a variety of maps, site plans, architectural drawings, and specifications.

Learn environmental review processes, regulations and standards and how to prepare related special reports.

Learn to assist with special projects and studies as assigned.

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; some relevant technical experience is desirable.

Training:

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

License and Certificate

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

Associate Planner

In addition to the qualifications for the Assistant Planner:

Knowledge of:

Principles, practices and trends of urban design, land use, municipal and environmental planning and community and economic development.

Principles and practices of project management.

Environmental review processes including the California Environmental Quality Act (CEQA), NEPA and the preparation of Environmental Impact Reports, Initial Studies and (Mitigated) Negative Declarations and related documents and requirements.

Standards for the Treatment of Historic Properties.

The uses and methods for using Geographic Imaging Systems (GIS) and other technical tools used in planning and community development processes.

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

Ability to:

The Planning Services Division procedures, policies and operations; ability to perform professional level municipal planning work.

Explain planning and community development requirements clearly to the public, applicants, and other departments.

Use excellent customer service techniques to provide information and resolve, or assist to resolve, conflicts or complaints.

Research, analyze, document and summarize planning and community development related issues.

Complete, or assist with, special projects, studies and reports as assigned.

Process applications, permits and plans and accurately compute fees and costs.

Read, understand and interpret a variety of maps, site plans, architectural drawings, and specifications.

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 an Assistant Planner with the City of San Pablo.

Training:

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

License and Certificate

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

Established: February 2016

Revised: February 2019

FLSA: Exempt