

ASSISTANT PLANNER

DEFINITION

Under general direction, to perform journey level professional planning duties in one or more major sections of the Community Development Department; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Exempt.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the professional Planner class series. Incumbents are expected to perform a broad range of complex planning and zoning enforcement assignments. Incumbents perform in the scope of current and advanced planning work.

REPORTS TO

Assistant City Manager/Community Development Director.

CLASSIFICATIONS SUPERVISED

Incumbents may provide work direction and coordination for technical planning support staff and less experienced professional planning personnel.

ESSENTIAL FUNCTIONS

Assists with the preparation of comprehensive and specific plans, special studies (e.g., land use, zoning, socioeconomic, environmental, redevelopment, site planning and annexation), environmental impact reports, graphic illustrations, agendas and minutes, and correspondence; under direction develops and revises zoning, subdivision, and other City planning policies, regulations, and procedures; explains the more complex planning related codes, ordinances, and regulations to the public; assists the general public, developers, and other public agencies regarding planning and zoning matters, and reviews and processes applications for land development matters; attends meetings; presents reports and studies, both verbal and written, to legislative and advisory bodies and other organizations; investigates complaints and violations of land use regulations; maintains an effective record keeping and reference library system; and performs related duties as required. May be required to attend night and weekend meetings.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally work outside; frequent contact with other staff and the public.

MINIMUM QUALIFICATIONS**Knowledge of:**

- City planning principles, procedures, and techniques.
- Federal, state, and local laws and regulations pertaining to planning and zoning.
- Current planning techniques and trends.
- Land use relationships, socioeconomic factors, circulation, site planning, and environmental impact assessment.
- Basic statistical methods and mathematics.
- Research methodologies.

Ability to:

- Read blueprints.
- Design and graphically represent planning ideas.
- Communicate effectively in oral and written form.
- Organize and maintain records.
- Prepare clear, concise, and comprehensive reports.
- Establish and maintain effective working relationships with other employees, developers, and the general public.

Training and Experience:

- Two (2) years of progressively responsible work experience in a planning agency including one (1) year of experience in municipal planning.
- A Master's degree in planning may be substituted for one (1) year of experience.

SPECIAL REQUIREMENTS

- None.

Education:

- Graduation from an accredited college or university with a BA or BS degree with major work in urban and regional planning, architecture, landscape architecture, or closely related field.

License:

- Possession of a valid California driver's license.

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