

## **ASSOCIATE PLANNER**

### **DEFINITION**

Under general direction, to perform complex professional City planning functions and assignments; to develop planning studies, environmental reviews, community design, and general plan preparation and amendments; to assist with planning goals and policies formulation and implementation; to perform zoning enforcement; to explain planning and zoning ordinances, regulations, and policies to the public; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Exempt.

### **DISTINGUISHING CHARACTERISTICS**

This is the fully experienced 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 the full 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**

Performs a variety of difficult and complex professional planning work; gathers data and information for planning studies and policy development; performs a variety of professional planning work including both current planning and preparation of general plan elements as assigned; prepares project reports; conducts research and performs data analysis; processes applications for land use projects such as special use permits, zoning changes, and site development; coordinates application reviews with other City departments as necessary; performs projects related to annexations, consolidations, and district changes; assists zoning enforcement officer to conduct site inspections and ensure compliance with City's General Plan and zoning codes; develops and prepares environmental studies; conducts public presentations; participates in the environmental review of proposed land use projects; revises and updates planning ordinances and general plan elements; interprets ordinances and regulations; performs reviews of site development plans; may prepare and present staff reports to elected officials or appointed boards and commissions which hear and act upon land use planning issues

and matters; prepares and assists with preparation of maps, graphs, and information summaries; receives and responds to zoning violation complaints; and answers public inquiries regarding zoning and planning issues and permit procedures and requirements. 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.
- General theory, principles, and practices of land use planning and their application to a variety of planning problems.
- Purposes and procedures of public planning agencies, boards, and governing bodies.
- Laws, rules, regulations, and policies affecting land use and zoning.
- Research methods and statistical analysis.
- Environmental impacts of changes in land use.
- Graphic illustration and presentation.
- Computers and software used in professional planning work.

**Ability to:**

- Perform complex professional planning studies, environmental reviews, and zoning enforcement.
- Provide some guidance, training, and direction for other professional planning and technical support staff.
- Read and interpret laws, ordinances, general plan elements, environmental impact statements, and other documents related to community planning and land use.
- Collect, compile, and analyze technical, statistical, and other information related to public planning and land use.
- Read and interpret maps.

- Prepare a variety of planning and zoning reports.
- Operate a computer and use appropriate software in the performance of professional planning work.
- Make effective oral and written presentations.
- Effectively represent the City planning functions in responding to inquires, providing assistance, and dealing with public and community organization concerns regarding planning, land use, and zoning.
- Establish and maintain cooperative working relationships.

**Training and Experience:**

- Four (4) years of responsible work experience in performing professional planning work in a public agency.

**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, public administration, geography, architecture, or closely relate field.

**License:**

- Possession of a California driver's license.

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