

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 perform related work as required. Serves as Disaster Service Worker. FLSA Status: Non-exempt. Bargaining Group: Miscellaneous Unit.

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

Community Development Director, or as assigned.

CLASSIFICATIONS SUPERVISED

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

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to:

- All essential functions listed in the Planning Technician classification.
- Reliable and dependable attendance and punctuality.
- 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.
- May be required to attend night and weekend meetings.
- Perform related duties as assigned.

Knowledge of:

- Correct English usage, spelling, grammar, and punctuation.
- 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.
- Use of Geographic Information Systems (GIS).
- Research methodologies.
- Site and building plan review to ensure compliance with planning regulations.

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 relationships with those contacted in the course of work.

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 works outside; frequent contact with other staff and the public.

MINIMUM QUALIFICATIONS

- Equivalent to the completion of the twelfth grade.
- Possession of a valid California driver's license.
- Two (2) years of progressively responsible work experience in performing professional planning work in a public or private agency.

DESIRED QUALIFICATIONS

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

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Atwater assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified in accordance with applicable law. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding (Mou) currently in effect.

Rev 07-11-25