

## **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: Non-exempt. Bargaining Group: Miscellaneous Unit.

### **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**

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 the following:

- All essential functions listed in the Assistant Planner classification.
- Reliable and dependable attendance and punctuality.
- 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.
- Answers public inquiries regarding zoning and planning issues, permit procedures and requirements.
- Performs related duties as assigned.
- May be required to attend night and weekend meetings.

**Knowledge of:**

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

**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.
- Apply good judgment and make sound decisions in accordance with established policies and procedures.
- 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 inquiries, providing assistance, and dealing with public and community organization concerns regarding

planning, land use, and zoning.

- 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**

- Possession of California driver's license.
- Four (4) years of responsible work experience in performing professional planning work in a public or private agency.
- Graduation from an accredited college or university with a bachelor's degree with major work in urban and regional planning, public administration, geography, architecture or closely related field, **OR** an additional two (2) years of responsible work experience in performing professional planning work.

**DESIRABLE QUALIFICATIONS**

- American Institute of Certified Planners (AICP) certification.

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