

ASSISTANT PLANNER

ASSOCIATE PLANNER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed with a job.

DEFINITION

To perform professional level work in the field of current or comprehensive planning; and to provide information and assistance to developers, the business community, and the public on planning, housing, land use, annexations, and development related matters.

DISTINGUISHING CHARACTERISTICS

Assistant Planner and Associate Planner are a flexibly-staffed class series. The level at which appointments are made and when advancements occur are at the discretion of the appointing authority. Incumbents may advance from Assistant Planner to Associate Planner, if the following have been met: (1) the minimum qualifications and time-in-grade requirements, and (2) demonstration of the ability to perform the responsibilities required at the higher performance level. Some positions may be flagged for permanent allocation to the Assistant level due to the limited scope of the job.

Assistant Planner is the first working level class in the professional Planner series. This class is distinguished from the Associate Planner by the performance of the more routine professional planning functions within the series. Since this class is typically used as a training class, employees may have only limited work experience.

Associate Planner is the journey level class within the Planner series. Employees within this class are distinguished from the Assistant Planner by the performance of the full range of duties as assigned including complex plans examination, field inspections, and report preparation. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and may be filled by advancement from the Assistant level, or when filled from the outside, require prior experience.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following. For Assistant Planner, duties are performed at the entry/trainee level:

- Provide assistance over the phone and at the front counter; distribute materials and information.
- Conduct plans examinations; confer with and advise contractors, developers, architects, engineers, and the general public; ensure compliance with appropriate codes and ordinances; prepare reports on recommendations.
- Prepare initial studies; assist in preparing or reviewing environmental impact reports.

- Conduct field inspections related to project applications and zoning enforcement; recommend improvement and rehabilitation programs; follow up to ensure compliance.
- Assist in drafting resolutions and ordinances related to land use, zoning, housing, and planning.
- Assist in preparing staff reports for various committees and advisory boards including the Planning Commission; conduct research and prepare report and maps.
- Collect, record, and summarize statistical and demographic information; prepare related reports.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of urban planning.
- Make presentations to staff, committees, and the general public.
- Assist building inspections in accepting permit applications over the counter; provide the public with information regarding the review process.
- Perform related duties and responsibilities as assigned.

EMPLOYMENT STANDARDS

Note: The level and scope of the knowledge, skills, and abilities listed in this section are related to the job duties as defined under Distinguishing Characteristics.

Knowledge of:

- Principles and practices of urban planning and development.
- Modern office methods, practices, procedures, and equipment including a computer.
- Site planning and architectural design techniques and methods.
- Technical report writing techniques.
- Laws underlying general plans zoning and land divisions.
- Applicable environmental laws and regulations.
- Current literature, information sources and research techniques in the field of urban planning.
- Interpret planning and zoning programs to the general public;
- Analyze and compile technical and statistical information and prepare reports.
- Respond to difficult and sensitive public inquiries.

Ability to:

- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Learn applicable environmental laws and regulations.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Minimum Qualifications:

Education and/or Experience:

Assistant Planner:

One year of responsible experience in urban planning.

A Bachelors degree from an accredited college or university with major course work in planning, environmental studies, public administration, or a closely related field.

Associate Planner:

Either one year as an Assistant Planner with the City of American Canyon; - or - two years of increasingly responsible experience in urban planning.

A Bachelors degree from an accredited college or university with major course work in planning, environmental studies, political science, public administration, or closely related field.

License Requirement:

Possession of a valid California Class C Driver License is required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Other Requirements:

Some positions may require evening or, weekend work.

Classification	Adopted	Revised	Retitled	Class Code	FLSA	Rep Unit
Assistant Planner	06/95			4312	Non-Exempt	4
Associate Planner	06/95			4314	Exempt	4

APPROVED: _____
Human Resources Director

Date: _____