



## **JUNIOR/ASSISTANT PLANNER**

### **DEFINITION**

To perform routine professional and technical planning duties.

### **DISTINGUISHING CHARACTERISTICS**

Junior Planner: This class is the entry level in the professional planning series. Work assigned to incumbents is typically reviewed during work process and upon completion, and performed with less supervision with increased experience. Under the training concept, positions assigned to the class of Assistant Planner which become vacant may reasonably be filled at the Junior Planner level, with the understanding that future reassignment to the Assistant Planner classes in most cases is to be expected.

Assistant Planner: Incumbents in this class perform a variety of professional planning tasks of moderate difficulty with a minimum of supervision. Duties require the equivalent of professional planning experience. Work is normally reviewed on completion and for overall results.

### **SUPERVISION RECEIVED AND EXERCISED**

Immediate supervision is provided by the Senior Planner. Functional or technical supervision is also received from higher level planning personnel. Assignments may require indirect supervision to less experienced personnel.

### **EXAMPLES OF DUTIES**

The following are typical illustrations of duties encompassed by the position, not an all inclusive or limiting list:

#### **ESSENTIAL JOB FUNCTIONS**

Review and approve department proposals, site plans, design and landscape plans, sign plans, and business licenses for compliance with appropriate regulations and policies.

Assume responsibility for moderately complex planning projects or significant portions of complex projects involving land use, demographics, economic activities, housing, transportation, and related subjects.

Assist in compiling, arranging, analyzing, and interpreting data; conduct field surveys/inspections; prepare research studies, maps, charts, statistical analysis, and report recommendations regarding land use, zoning, urban design, population trends, environmental analysis, community needs, transportation, housing and urban characteristics.

Provide general information to the public, development community and other government agencies pertaining to General Plan and specific plans, land use, zoning, redevelopment, historic resources, and planning and development policies, procedures, and standards; make authoritative interpretations of applicable laws, regulations, and policies.

Regular and consistent attendance.

Work cooperatively with others.

Participate in the development and revision of community design guidelines, zoning, subdivision and other City planning policies, regulations, and procedures.

Promote and maintain safety in the work place.

Inspect properties and structures for compliance with current City zoning codes and regulations; recommend improvement and rehabilitation programs; identify corrective actions to be taken by owners.

As assigned, serve as staff to the City Council, Planning Commission and other commissions and committees in planning related matters, including the preparation of reports and recommendations.

Represent the City in the community and at professional meetings as required.

May assume lead responsibility over beginning level professionals, interns, or paraprofessionals.

Perform related duties as assigned.

## **QUALIFICATIONS**

### **Junior Planner**

#### Knowledge of:

Basic principles, practices, and purposes of urban planning.

General principles and techniques of research and statistical analysis as applied to planning.

Safety principles, practices and procedures.

Operation and programs of a personal computer

Skill to:

Provide information to the general public regarding community development department services.

Gather, compile, and analyze technical and statistical data.

Learn applicable laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Collect and organize data pertaining to land use and development.

Develop cooperative public relations with developers, businesses, and the general public.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Education and Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major work in planning, community development, urban design or related field.

Experience:

Some urban planning experience is desirable.

License or Certificate

Possession of a valid California Driver's License; American Institute of Certified Planner Membership highly desirable.

**Assistant Planner**

In addition to the qualifications for Junior Planner:

Knowledge of:

Applicable Federal, State, and municipal planning laws and regulations, including applicable environmental laws and regulations.

Organization and functions of various agencies involved in the planning process.

Municipal government decision making processes pertaining to zoning and land use regulation.

Basic site planning and architectural design.

Skill to:

Collect and analyze data and develop sound conclusions; prepare complex and comprehensive plans and reports; properly interpret and make decisions in accordance with laws, regulations, and policies.

Assist in the supervision and training of less experienced personnel.

Ability to:

Perform mathematical skills related to planning and statistical research.

Learn and accurately interpret laws, regulations, map sites, building plans, and zoning regulations and planning policies.

Serve as zoning administrator as assigned.

Education:

A Master's degree in planning or related field desirable.

Experience:

One year of technical and professional planning experience in municipal or regional planning administration.



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Human Resources

Council Action: 7/21/98