

## ASSISTANT PLANNER

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### DEFINITION

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Under general supervision performs professional planning work in the processing of current land use and City annexation proposals; administer grant-funded lower income benefit programs; performs related duties as required.

### DISTINGUISHING CHARACTERISTICS

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Assistant Planner is responsible for performing diverse professional and technical level planning or grant administration. Incumbents typically performs work in either land use planning or lower income benefit programs, but may performs work in both areas.

### REPRESENTATIVE DUTIES

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*The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties are those which are **least** likely to be essential functions for any single position in this class.*

#### *Land Use Planning:*

1. Receives inquiries regarding general plan amendments, zoning changes, conditional use permits, variances, plot plan approvals, subdivision and parcel maps and similar documents; evaluates issues and reviews proposals for consistency with general plan and compliance the local ordinances and/or region/state requirements; confers with the public including developers, builders, and architects in finding solutions to problematic planning requests.
2. Administers code and zoning enforcement activities.
3. Processes City annexation proposals.

#### *Lower Income Benefit Programs:*

1. Administers housing rehabilitation program; defines scope of work; prepares bid documents and evaluates bid proposals; monitors construction and prepares payments; prepares final inspection of work performed; administers with required, special projects funded under low income programs.
2. Coordinates loan and escrow process for grant-funded real estate loans; prepares loan documents; acts as liaison between lenders and buyer; maintain files of loans and submits required reporting documents.
3. Coordinates public works projects that qualify under grant funding such as installations of water and sewer lines; monitors construction activities of contractor as dictated by program.

*All Positions:*

4. May participate in administrative studies in areas outside the scope of regular duties such as report writing, program policy and design of the community development lower income program accounting system; participates in the analysis of legislation to determine impact on program operations.
5. Provides temporary and vacation relief in similar occupational fields as necessary.
6. Represents and support the policies and procedures established by the City Council, City Manager, Department Heads and Division Chiefs.

## **EMPLOYMENT STANDARDS**

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### **Education and/or Experience**

Completion of twenty-four semester units of upper division or graduate level coursework in urban land use planning/economics, planning research and methods, municipal planning administration, or urban/environmental studies and one year of experience in the area of specialization either urban land use planning or housing programs or any combination of training and experience that provides the desired knowledge and abilities.

### **Knowledge of:**

*Land Use Planning-* principles, methods and procedures applicable to land use planning activities; physical, social, environmental, and economic implication of use planning; local, state, and federal legislation governing land use development and planning activities; organizational structure and jurisdiction of governmental agencies involved in the planning process and their interrelationship, responsibilities and functions; methods involved in designing research studies and utilizing data sources; mandated general plan elements.

*Lower Income Benefit Programs* - building codes and zoning regulations; interviewing techniques; construction techniques and costs; federal and state regulations and reporting requirements governing housing programs.

### **Ability to:**

Plan and carry out work independently; organize and conduct research; collect and analyze data; generate and evaluate alternatives; reach logical conclusions; formulate consistent recommendations; compose clear and thorough study and project reports and recommendations; prepare graphic illustrations; work closely and efficiently with other employees and the general public; communicate effectively, both verbally and in writing; understand and follow verbal and written directions; analyze unusual situation and resolve through application of City policy; deal constructively with conflict and develop effective resolutions.

### **Special Requirements**

Possession of or ability to obtain and maintain a valid California Drivers' License.

**Physical Demands**

Sitting, standing, walking, some stooping and bending. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects up to 24 lbs., such as files, stacks of paper and other reference materials. Moving from place to place within the office; some reaching for items below and above desk level.

**WORKING CONDITIONS**

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Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. A computer is used on a daily basis. Temperature fluctuations due to working in and out of doors on an occasional basis for housing positions. Independent travel throughout the area is required.

Date Adopted: August 6, 1996