

ASSOCIATE PLANNER

DEFINITION

Under direction, performs professional planning work in the development and implementation of City Ordinances and long-range plans as well as the evaluation and processing of current land use projects; administers, coordinates and manages grant-funded lower income benefit programs including housing, economic development and social programs; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Associate Planner is responsible for performing the full range of professional level planning as project coordinator with responsibility for segments of the Department's operation and may be assigned to act on behalf of the City Planner. Position typically work in either land use planning or lower income benefit programs.

REPRESENTATIVE DUTIES

*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 applications for general plan amendments, zoning changes, conditional use permits, variances, plot plan approvals, subdivision and parcel maps, and similar proposals; evaluates issues and reviews proposals for consistency with general plan and compliance with local ordinances and/or regional/state requirements; confers with the public including developers, builders, engineers and architects in finding solutions to problematic Planning requests.
2. Collects, analyzes and interprets data on social, economic, population and land use trends; prepares environmental impact assessments and project staff reports.
3. Researches, reviews and drafts grant, contract, policy and ordinance language; prepares reports for incorporation into municipal land use plans; makes recommendation on long-range goals and short-term objectives.
4. Makes trips into field to gather data; prepares graphic displays, maps, and graphs; contacts a variety of public agencies; works with agency representative in clarifying information pertinent to regional plans.

Lower Income Benefit Programs:

1. Prepares all federal and state reports; prepares financial reports; monitors budgets of various programs.
2. Supervises related community development programs; performs needs analysis; coordinates activities with other City departments; organizes community input meetings; coordinates site selection, design and construction of facilities.
3. Coordinates loan process for grant-funded real estate loans; prepares loan documents; acts as liaison between lender and buyer; maintains files of loans and submits required reporting documents
4. Coordinates public works projects that qualify under grant funding such as installations of water and sewer lines; monitors construction activities of contractor as direct by program.

All Positions:

5. Collects and compiles data from a variety of sources; analyzes the validity and comparability of data; applies statistical formulas in such analysis; makes long-range projections based on results.
6. Provides staff support to boards, commissions and committees; prepares agenda items and informational support documents; make presentations.
7. May serve as team leader on projects or cases; may participate in administrative studies in areas outside the scope of regular duties; participates in the analysis of legislation to determine impact on program operations.
8. Provides temporary and vacation relief in similar occupational fields as necessary.
9. Represents and supports the policies and procedures establish by the City Council, City Manager, Department Heads and Division Chiefs.

EMPLOYMENT STANDARDS

Education and/or Experience

Graduation from an accredited college with a Bachelor's degree in urban planning/economics, public/business administration or urban/environmental studies and three years of experience in the areas of specialization either urban land use planning or grant administration programs or any combination of training and experience that provides the desired knowledge and abilities.

Additional education at the graduate level may substitute for experience and additional professional experience may substitute for education.

Knowledge of:

Land Use Planning - principles, methods, and procedures applicable to land use planning and community development activities; physical, social, environmental, and economic implication of land 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 block grant programs; accounting practices.

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 displays, clearly and persuasively make verbal presentations of study findings and recommendations to a variety of public groups and governmental boards and commissions; give direction to others in conduct of studies and projects; communicate effectively, both verbally and in writing; understand and follow verbal and written directions; analyze unusual situations and resolve through application of City policy; deal constructively with conflict and develop effective resolutions.

Special Requirements

Possession of or ability to obtain and 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 25 lbs., such as files, stacks paper and other reference materials. Strength, dexterity, coordination and vision to use a keyboard and computer for long periods of time. Moving from place to place within the office; some reaching for items below and above desk level.

WORKING CONDITIONS

Environment is generally clean with limited exposure to conditions such as fumes, odors, or noise. A computer is used on a daily basis. Independent travel throughout the area is required.

Date Adopted: August 6, 1996