

ASSISTANT PLANNER

DEFINITION:

Under direction, prepare reports on current planning projects; conduct preliminary environmental impact assessments; review development plans for compliance with zoning and building requirements; conduct code amendment studies and ordinance planning studies as necessary; and perform related work as required.

ESSENTIAL JOB FUNCTIONS:

The listed tasks are essential for this position and may include, but are not limited to the following: gather information and objectively analyze development proposals for use permits, variances, subdivisions, and general development issues; perform graphic illustration work and prepare planning studies and reports; conduct detailed review of development plans for compliance with Municipal Codes; provide information to project applicants; prepare preliminary environmental assessment reports under the California Environmental Quality Act; perform periodic reviews of project compliance with conditions of approval; perform physical inspections of job sites; provide assistance to the public via the telephone and at the service counter; interpret zoning, building and state mandated regulations; prepare and deliver reports to boards, commissions, and committees, as required. May be required to work evenings, shifts, weekends, and/or holidays.

QUALIFICATIONS:

Training and Experience: Requires the equivalent to a bachelor's degree from an accredited college or university with major work in urban planning, architecture, engineering or related field and one year of experience in planning or a related field. Must have a valid California driver license at the time of employment.

Knowledge, Skills and Abilities: Must have working knowledge of the principles and practices of urban planning and code enforcement; general knowledge of proper administrative procedures for handling complaints, resolving conflicts, and record-keeping procedures. Must have the ability to understand and visualize how development projects may impact the community which includes the ability to understand and interpret basic architectural blueprints and site plans for development; conduct analysis of collective data, arrive at reasonable conclusions, and prepare comprehensive and analytical reports; drive to various part of the City; communicate effectively orally and in writing; make clear and concise presentations; and establish and maintain cooperative working relationships.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

While performing the duties of this job, the employee may frequently drive to specific locations, may occasionally work outside, and may be exposed to variable weather conditions. The employee sits or stands for prolonged periods of time, uses a telephone and a personal computer with a VDT screen. Uses back, arms, and legs to reach for and lift and/or move objects.