

**ASSOCIATE PLANNER**

**DEFINITION:**

Under direction, an exempt position which prepares reports on current and advance planning projects; conducts preliminary environmental impact assessments; reviews development plans for compliance with zoning and building requirements; conducts code amendment studies and ordinance planning studies as necessary; and does related work as required.

**EXAMPLES OF TYPICAL DUTIES:**

Conducts comprehensive studies for current and advance planning projects; compiles and analyzes data on land use; gathers information and objectively analyzes development proposals for Coastal Act compliance, conditional use permits, unclassified use permits, zone variances, subdivisions lot splits, and conformance appeals, as well as general development issues; performs graphic illustration work and preparation of planning studies and reports; provides information to project applicants and to the public; prepares preliminary environmental assessment reports under the terms of the California Environmental Quality Act; performs a review of zoning violations and determines appropriate actions; performs periodic reviews of project compliance with conditions of approval; assists the public in the interpretation of zoning, building, and State mandated regulations; works with City boards, commissions, and committees and with other agencies such as the California Coastal Commission and does related work as required. May be required to work shifts, weekends, and/or holidays.

**QUALIFICATIONS:**

**Training and Experience:** Equivalent to graduation from an accredited college or university with major work in urban planning, architecture, engineering or related fields. Two (2) years experience in municipal planning or zoning administration. Masters degree in a related field desirable.

**Knowledge, Skills, and Abilities:** Knowledge of the principles and practices of urban planning; knowledge of the proper administrative procedures to be followed in implementing the environmental program; knowledge of the needed record keeping procedures; ability to understand and visualize how projects may impact the community in various ways; ability to conduct proper analysis of collective data and other input and to arrive at reasonable conclusions; ability to make presentations before hearing boards; ability to prepare comprehensive and analytical reports; ability to establish and maintain effective relationships with City officials, civic groups, and other agencies in the public; and the ability to make clear and concise oral and written presentations.

**License:** Possession of a valid California driver's license required at time of employment.