



Associate Planner

Department/Division:	Community Development/Planning
Reports To:	Planning Manager
Provides Direction To:	N/A
Bargaining Unit:	Teamsters
Exemption Status:	Non-Exempt
Employment Status	Classified
Date Prepared:	April 1, 1990
Date Revised:	November 12, 2019

GENERAL PURPOSE

Under general direction, prepares reports on current and advanced planning projects; conducts environmental impact assessments in accordance with CEQA; reviews and analyzes proposals for conformance with Coastal requirements; reviews development plans for compliance with zoning and related requirements; conducts code and General Plan amendments and general planning studies; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level classification in the professional planning series of Assistant Planner, Associate Planner, Senior Planner, and Planning Manager. Work performed at this level is distinguished from Assistant Planner by the complexity of assignments and greater independence with which the incumbent is expected to operate.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Conducts comprehensive studies for current and advanced planning projects; compiles and analyzes data on land use and other planning related topics.
2. Gathers information and objectively analyzes development proposals for Coastal Act compliance, use permits, variances, subdivisions, and other general development proposals and conducts physical inspections of job sites.

3. Performs graphic illustration work; prepares planning studies and reports; and conducts detailed review of development plans and projects for compliance with Municipal and related Codes.
4. Provides information and assistance to project applicants, consultants, other City and agency staff, and to the public via the telephone, email and at the service counter.
5. Prepares environmental assessment reports under the California Environmental Quality Act.
6. Reviews zoning violations and determines appropriate actions and performs periodic reviews of projects for compliance with conditions of approval.
7. Assists the public in the interpretation of zoning, coastal, State, and other mandated regulations.
8. Prepares and presents City boards, commissions, and committees and other agencies such as the California Coastal Commission. May occasionally lead meetings.
9. May be required to work shifts, weekends, and/or holidays.

QUALIFICATIONS GUIDELINES

Training and Experience: Requires a Bachelor's degree from an accredited college or university with major work in urban planning, architecture, engineering or related fields **AND** two (2) years of experience in municipal planning or related field. Master's degree in a related field desirable.

Knowledge of: Principles and practices of urban planning; code enforcement, building safety and traffic, the proper administrative procedures to be followed in implementing environmental studies; and record keeping procedures.

Ability to: Understand and visualize how development projects may impact the community in various ways in the short and long term; including understanding and interpreting architectural and construction development plans; conduct proper analysis of collective data and other input and to arrive at reasonable conclusions; make presentations before hearing boards; prepare comprehensive and analytical reports; establish and maintain effective relationships with City staff and officials, civic groups, and other agencies; make clear and concise oral and written presentations; operate computer hardware and standard office equipment; and use word processing, spreadsheet and plan checking and permits software.

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

Special Requirements:

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

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; and uses back, arms, and legs to reach for and lift and/or move objects.