



Assistant 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, 2006
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 amendment and general planning studies as necessary; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

Assistant Planner is an entry-level position in the professional planning series of Assistant Planner, Associate Planner, Senior Planner, and Planning Manager. Assistant Planner is distinguished from Associate Planner in that the incumbent performs less complex professional planning and related assignments.

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. Gathers information and objectively analyzes development proposals for use permits, variances, subdivisions, coastal permits and other development proposals and conducts physical inspection of job sites.
2. 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.

3. Provides information to project applicants and prepares or assists in preparing environmental assessment reports under the California Environmental Quality Act.
4. Performs periodic reviews of projects for compliance with conditions of approval.
5. Provides assistance to the public via the telephone, email and at the service counter; interprets zoning, coastal, state and other mandated regulations.
6. Prepares and presents reports to boards, commissions, and committees.
7. May be required to work evenings, 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 field **AND** at least six (6) months of experience in planning or a related field.

License: Must have a valid California driver license at the time of employment.

Knowledge of: Principles and practices of urban planning and code enforcement; proper administrative procedures for handling complaints, resolving conflicts; and record-keeping procedures.

Ability to: Understand and visualize how development projects may impact the community including understanding and interpreting architectural and construction development plans for development; conduct proper analysis of collective data input, arrive at reasonable conclusions, and prepare comprehensive and analytical reports; drive to various part of the City and conduct site visits; communicate effectively orally and in writing; make clear and concise presentations; establish and maintain cooperative working relationships; operate computer hardware and standard office equipment; and use word processing, spreadsheet, and plan checking and permits software.

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.