



ASSISTANT PLANNER
ASSOCIATE PLANNER

DEFINITION

To provide responsible professional planning work requiring the application of appropriate rules, procedures, and policies involving a broad spectrum of urban and environmental planning assignments; to review plans and explain planning policy and regulations to the public; and to provide technical support to management staff.

DISTINGUISHING CHARACTERISTICS

Assistant Planner - This is the entry level class in the Planner series. This class is distinguished from the journey by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

Associate Planner - This is the journey level class within the Planner series. This class is distinguished from the Assistant Planner by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

This class is distinguished from the Senior Planner in that the latter is responsible for supervision of assigned staff and works on the most difficult and complex projects.

SUPERVISION RECEIVED AND EXERCISED

Assistant Planner

Receives general supervision from the Senior Planner; and may receive technical and functional supervision from an Associate Planner.

Associate Planner

Receives direction from the Planning Manager.

May provide technical and functional supervision over less experienced professional, technical and administrative support personnel.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Prepare and provide recommendations on development permits, specific plans, special use permits, variances, tentative maps, residential planned development permits, and other zoning applications; document findings; prepare appropriate reposts.

Confer with and advise architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards.

Determine projects' compliance with the City's Affordable Housing policies, General Plan, zoning and subdivision policies and regulations; review and analyze projects for completeness.

Review and process development proposals, building plans, parcel maps, and subdivision proposals for conformance with appropriate regulations; prepare reports of recommendations.

Assume responsibility for the City's environmental review process; review and process applications, documenting findings and recommendations; prepare assessment of environmental impact for Environmental Impact Reports.

Prepare staff reports and graphic displays; present planning and zoning matters to various bodies, Planning Commission, and the City Council; conduct field investigations.

Research, analyze, and interpret social, economic, population and land use data and trends; gather and maintain demographic data and other related statistics.

Perform professional level work in the field of current or advanced planning; compile information and make recommendations on special studies; and, prepare technical and complex reports.

Serve as staff to the Planning Commission; prepare agenda and appropriate reports; make and present findings and recommendations.

Present planning and zoning matters to the City Council, and citizen boards and committees; coordinate planning activities with other city departments, and with outside agencies as required.

Research and prepare technical and administrative reports, including ordinances for review, assist in preparing written material, manuals, forms, and other documents.

Participate in the work of professional and technical employees including data collection, analysis, plan formulation, and implementation of a wide variety of planning, zoning and environmental review activities.

Provide guidance and training to less experienced staff.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Assistant Planner

Knowledge of:

Methods and techniques used in the evaluation and analysis of effective land use planning.

Principles and practices of comprehensive urban planning and land use control.

Recent developments, current literature, information sources, and research techniques in the field of urban planning.

Statistical and research methods as applied to the collection, analysis, and presentation of planning data.

Principles and practices of development standards, laws, codes and policies.

General office methods, equipment use and procedures.

Principles and practices of good customer service.

Techniques and principles of effective interpersonal communication.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances, City functions, policies, rules and regulations.

Ability to:

Learn City ordinances, zoning codes, resolutions and procedures governing building and zoning program operations, and environmental laws and regulations and explain them to the public.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at a desk for long periods of time; intermittently twist to reach equipment surrounding desk; stand and walk in office; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Understand, critically evaluate and interpret architectural plans, blueprints and specifications, site design and related drawings, charts and tables.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Learn to prepare, analyze and make recommendations regarding plans and applications received from developers, contractors and the general public; explain and communicate applicable codes and ordinances to affected parties.

Read, understand and interpret legal descriptions; analyze and compile technical and statistical information and prepare reports.

Review documents and maps for accuracy and completeness.

Use a computer effectively to produce highly complex, technical, professional reports, charts, spreadsheets and other documents and to maintain databases and records.

Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.

Attend public meetings in the evening to perform the requirements of the job.

Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.

Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.

Foster an environment that embraces diversity, integrity, trust and respect.

Be an integral team player, which involves flexibility, cooperation and communication.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Preserve confidentiality of sensitive material routinely encountered as part of work assignments.

Operate a personal computer with proficiency and familiarity.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

No previous professional experience required. Prior technical planning experience is desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, public administration, or a related field.

License or Certificate:

May need to possess a valid California driver's license and proof of automobile liability insurance as required by the position.

Associate Planner

In addition to the qualifications of the Assistant Planner:

Knowledge of:

Detailed, in-depth working understanding of current trends in federal, state and local planning, and laws, codes, ordinances and rules affecting community planning.

Principles and methods of effective project management.

Graphic illustration and presentation techniques and methods.

Ability to:

Interpret and explain applicable codes and ordinances.

Prepare clear, concise and comprehensive planning reports for the more complex development projects.

Exercise independent judgment and initiative.

Train others.

Manage projects and multiple priorities effectively.

Make formal presentations before groups utilizing visual displays and graphics.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of professional experience that relates to land use regulations, planning, zoning, or development review process and land subdivision, similar to the Assistant Planner with the City of Citrus Heights.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, public administration, or a related field.

License or Certificate:

May need to possess a valid California driver's license and proof of automobile liability insurance as required by the position.

Possession of an American Institute of Certificated Planners (AICP) certificate is desirable.

Equal Opportunity Employer

It is the policy of the City of Citrus Heights not to discriminate against qualified employees or applicants because of race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, citizenship, age, medical condition, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Fair Employment and Housing Act (FEHA), and federal laws including the Americans with

Disabilities Act (ADA) and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation.

File:	Assistant/Associate Planner
FLSA:	Non-exempt/Exempt
Created:	01/01/02
Revised:	07/29/03 – Added Section 504 language 09/26/06 – Added Part-Time language 10/15/10 – Corrected EEO Language

Part-Time: The Assistant and Associate Planner classifications may be designated by specific position and assignment as part-time. Such part-time positions will be compensated at an hourly rate of pay and will have limited evening or weekend meeting attendance requirements. The part-time Associate Planner will be considered to be in an exempt status under FLSA.