

JOB DESCRIPTION

City of Patterson



Human Resources

ASSOCIATE PLANNER

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under the general supervision of the Planning Director, the Assistant Planner performs a variety of professional level duties and responsibilities in support of the City's current and advanced planning functions including research and analysis for residential and commercial development projects, environmental review and preparation of environmental documents, and research and preparation of general plan amendments and zoning ordinance amendments for presentation to the Planning Commission and City Council; and provides information and assistance to applicants, developers, consultants, the general public, and outside agencies and organizations regarding City codes, policies, standards, and processes related to planning related matters; participates in planning in implementation of redevelopment projects; and prepares applications for grant funding and participates in implementation of housing programs and Community Development Block Grants (CDBG).

Positions in the Assistant/Associate Planner class series are flexibly staffed and are generally filled by advancement from the "Assistant" level, or when filled from the outside, require prior experience. Advancement to the "Associate" level is based on management judgment and/or certification or testing that validates the performance of the full range of job duties.

This is the fully-qualified, fully-operational level class in the professional planning series.

Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Assistant Planner, or when filled from the outside, require substantial prior professional planning work experience. Work involves responsibility for the application of professional knowledge and skills to various municipal planning, zoning and environmental problems. Responsibilities include the preparation of specific reports and plans with opportunity for independent judgment in planning work details and making technical determinations. Work in this class is distinguished from that of the Assistant Planner class by the greater scope and complexity of the assignments received and by the greater independence with which the employee is expected to operate. 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 of their work unit.

This classification is distinguished from the next higher classification of Senior Planner in that the latter is a mid-management level classification with responsibility for the more complex and difficult duties within the Planning Division, and may exercise supervision over assigned project staff and/or act in the absence of the Community Development Director.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Community Development Director or City Planner (Senior Planner).

This position exercises no supervision, but may be assigned lead work responsibility for training, assigning, and reviewing the work of less experience and/or lower-level employees.

ESSENTIAL DUTIES

Essential and other important responsibilities may include, but are not limited to, the following:

Responds to public/developer inquiries concerning zoning, land use, development, and City development policies and standards.

Assists in reviewing development proposals, site plans, building plans, parcel maps and subdivision proposals for compliance with appropriate regulations and prepares reports and recommendations.

Researches, analyzes, and interprets social, economic, population, and land use data and trends; prepares written reports on various planning matters and the General Plan.

Compiles information and makes recommendations on special studies and prepares reports and graphic displays; prepares General Plan amendment studies.

Reviews development proposals and works with developers to reach agreement on acceptable site plans; reviews building plans, parcel maps, and subdivision proposals for conformance with appropriate regulations; communicates and coordinates with other City departments, developers, and outside agencies throughout the development process to create the best possible development; prepares reports of recommendations.

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

Participates in analyzing projects, preparing initial studies, negative declarations, and reviewing environmental impact reports.

Processes use permits, sign permits, flood certificates, general plan amendments, rezoning, and variances.

Researches and drafts new or revised ordinances for review.

Prepares applications for grants and other outside funding available for community development and housing assistance activities, including, for example, the Community Development Block Grant (CDBG) Program.

Participates in planning and implementation of redevelopment projects.

Provides staff support to and attends appropriate meetings of the Planning Commission, City Council and other committees or commissions as directed; may make presentations before such bodies.

Assists with investigating and resolving code enforcement activities as directed.

Carries out general departmental functions and related duties as required.

Attends and participates in professional group meetings, training seminars, and classes; maintains awareness of new trends and developments in the field of city planning, zoning, land use, and economic development; keeps informed of new legislation pertaining to city planning and zoning and related regulations.

Performs other related and incidental duties and assumes other responsibilities as assigned or needed.

MIMIMUM QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a community planning and development program.

Modern principles, practices, and techniques of current and advanced planning including land use, environmental policy analysis, natural resource management, municipal service delivery, physical design, landscape architecture, demographics, and economic and social concepts as applied to municipal planning.

Development review procedures and requirements.

Site planning and architectural design principles.

Recent developments, current literature, research methods, and sources of information related to municipal planning, urban growth, and development.

Methods and techniques of effective technical report preparation and presentation.

Statistical methods and research techniques applicable to the preparation of municipal planning studies.

Methods and techniques of eliciting community participation in planning and development issues.

Modern office procedures, methods, and equipment including personal computers and standard business software applications.

Pertinent federal, state, and local laws, codes, and regulations including laws underlying general plans, zoning and land divisions, and applicable environmental laws and regulations.

Policies, procedures, and methods of the Planning Division.

Ability to:

Learn laws underlying General Plan, zoning, and land use

Learn applicable environmental laws and regulations

Apply policies, procedures, and standards pertaining to the municipal planning process.

Analyze and compile technical and statistical information and prepare reports.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Communicate clearly, effectively and concisely, both orally and in writing.

Maintain cooperative working relationships with the public, contractors, employees, and others.

Identify with management and City goals and objectives and understand City priorities and needs.

Promote a customer service focus in forging cooperative public relations.

Demonstrate continuing effectiveness in carrying out the knowledge, abilities, and requirements of the position, including required certifications.

Interpret planning and zoning programs to the general public.

Perform complex professional planning work with a minimum of supervision.

Education: Equivalent to a bachelor's degree from an accredited college or university with major course work in city or regional planning, architecture, or a related field considered useful in city planning. (Substitution: A master's degree in city or regional planning may be substituted for one year of the required experience above).

EXPERIENCE AND CERTIFICATION(S)

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

Experience: Two years of progressively responsible professional planning experience, preferably in a city of county planning department OR one year as an Assistant Planner with the City of Patterson.

License or Certificate:

Possession of a valid Class C California Drivers License.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.

Must be able to provide proof us U.S. citizenship or legal right to work in the United States.

PHYSICAL REQUIREMENTS

Environmental Conditions: Work is performed primarily in a standard office environment with some travel to different sites; occasionally works in outside weather conditions; incumbents may be required to work extended hours including evenings and weekends.

Physical Conditions: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.