



Job Title: **Assistant Planner**  
Department: Community Development  
Revision Date: March 1, 2022  
FLSA Status: Non-Exempt  
FLSA Exemption: N/A  
Job Reports To: Senior Planner or Higher Level Planner  
Pay Grade: 13  
Full-time: X

## Job Description

### Summary/Objective

This is the entry-level professional classification in the Planning Series. Under general supervision, performs professional level work in the field of urban planning and zoning administration which involves processing entitlement applications, assisting developers and the general public on planning related matters, and providing technical and responsible support to the Senior Planner or Planning Manager. Assignments are of moderate difficulty and within the design and procedural framework established by higher level management staff. As assigned responsibilities and breadth of knowledge increase with experience, Assistant Planners may reasonably expect their positions to be reassigned to the next higher class of Associate Planner. The Assistant Planner is distinguished from the Associate Planner in that the latter is a full, journey level classification, exercising independent judgement and demonstrated professional knowledge pertaining to municipal planning and entitlement processing.

**Essential Job 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 this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:*

1. Review site plans, temporary use permits, home occupation permits, zoning clearances, and other similar planning related applications.
2. Review re-zoning, variances, conditional use permits, design review, and other similar planning related applications.
3. Prepare legal notices for public hearings.
4. Prepare reports pertaining to advisability and permissibility of entitlement requests.
5. Confer with property owners and petitioners regarding the effect and implications of zoning and developments actions.
6. Review building plans, grading plans and subdivision proposals for compliance with appropriate regulations.

7. Prepare reports, recommendations, and findings for various entitlement projects.
8. Make presentations to supervisors, Development Review Committee, Planning Commission, and the City Council.
9. Compile information and prepare reports pertaining to land use, zoning, housing, and other planning functions.
10. Assist the general public by providing information on Zoning and General Plan matters and development-related case processing information.
11. Analyze and interpret social, economic, population and land use data and trends.

**Other Job Related Duties** Performs related duties or responsibilities as assigned.

**Conformance Statement** In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with direct supervision.
- Interact professionally with employees, residents, contractors and elected officials.
- Work cooperatively and effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintain the highest level of ethical behavior in all matters.

**Competencies**

- Ethical Conduct
- Time Management
- Organization Skills
- Financial Management
- Project Management
- Personal Effectiveness/Credibility

**Qualification Guidelines**

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

**Education/Experience** Bachelor's degree from an accredited college or university with major study in planning or a related field considered to be useful in City planning work, and a minimum of six (6) months of experience working for a public agency (may include internships).

Or,

**Education/Experience** Equivalent to a High School Diploma and a minimum of (5) years of professional planning experience for a public agency.

**Desirable** Possession of American Institute of Certified Planners (AICP) certificate.

### **Condition of Employment**

Must possess and maintain a valid California Driver's License and maintain a clean driving record for insurability through the City of San Jacinto. Failure to maintain license/insurability will result in disciplinary procedures including suspension without pay, demotion, and/or termination without Administrative or Judicial appeal.

### **Knowledge, Skills & Abilities**

Knowledge of:

- Applicable Federal, State and local laws and regulations including California development law, City planning and zoning codes, California Environmental Quality Act.
- Laws related to general plans, zoning, and land divisions.
- Personal computer operation including common office software applications, specifically proficient in Microsoft Office Suite especially Word and Excel.
- Digital graphic presentation applications (such as but not limited to PowerPoint, ARC GIS, etc.).
- Planning codes and standards governing zoning and building activities.
- Principles and practices of municipal planning and zoning administration.
- Research and investigation procedures.
- Statistical and research methods as applied to the collection, analysis and presentation of planning data.
- Subdivision Map Act.
- Techniques in the field of urban and regional planning.

Skills:

- Communicate expectations to others and provide direction clearly and concisely, orally and in writing.
- Creative thinking and problem solving.

Ability to:

- Provide exceptional customer service.
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- Plan and prepare comprehensive, clear, and concise reports with sound recommendations.
- Interpret appropriate State and local laws and ordinances, and apply them to specific cases and to the general public.
- Read building plans, site plans, building elevation plans and grading plans.

- Plan and prepare comprehensive, clear, and concise reports with sound recommendations.
- Communicate clearly and concisely, orally and in writing.
- Work effectively in a high volume, fast paced environment.
- Interpret the planning and zoning programs to the general public.
- Manage multiple projects and issues effectively and meet firm deadlines.
- Provide backup coverage for para-professional, technical and administrative support staff.
- Establish and maintain effective working relationships with all levels of staff and customers.
- Establish and maintain relationships with internal and external contacts.
- Think creatively, analytically and critically to provide reasoned and creative solutions to complex problems.
- Operate a personal computer and relevant software programs; operate common electronic office equipment such as, photocopiers, scanners, fax machines, telephones, and cell phones.

### **Work Authorization/Security Clearance**

Must complete post-offer/pre-employment Department of Justice finger printing and background screening. Work authorization as required by the U.S. Citizenship and Immigration Services is mandatory within three business days of hire.

### **Disaster Service Worker Requirements**

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

### **Pre-Employment**

All employment offers are contingent upon successful completion of a pre-employment physical exam, a criminal background investigation which includes finger printing and a Department of Transportation pre-employment drug/alcohol test.

### **Working Conditions, Mental and Physical Demands**

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

**Work Environment** Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; frequently required to sit, stand, walk, use hands and fingers, and reach with hands and arms.

Employees work in an indoor office environment with moderate noise levels, controlled temperature conditions, fumes are not generally present, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**Physical Demands** This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift books and files from shoulder-level and above, carry, push, and pull materials and objects weighing up to 50-pounds.

Visual acuity to perform routine filing of documents is required; and use of a computer keyboard and software. While performing the duties of this job, the employee is regularly required to see, talk, and hear.

**Essential Mental Functions** Regularly use of written and oral communication skills, read and interpret data, analyze and solve problems; observe and interpret situations; interact with City staff and customers.

Able to make quick decisions, provide guidance and direction to or oversee others, problem solve, read, write, and speak publicly. Essential to be able to read, organize, process and interpret data, and be able to add, subtract, multiply and divide.

### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **Expected Hours of Work/Work Schedule**

Monday – Thursday 7:00 AM – 6:00 PM (4x10 work week). Occasional evening and weekend work may be required as job duties demand.

### **Travel**

10-20% travel is expected for this position.

**Disclaimers and Approval**

This disclaimer informs the employee that the job description is not a contract between the employee and the City. The City may change the job description and may request the employee to perform additional duties not included in this description.

This job description has been approved by all levels of management:

City Manager John Date 3/2/2022

Deputy City Manager Development Services John Rall Date 3/1/22

Human Resources Kelsey Hitchcock Date 3/1/22

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_