



Job Title: **Associate Planner**
Department: **Community Development**
Revision Date: **January 31, 2019**
FLSA Status: **Salaried, Exempt**
Exemption: **Administrative**
Job Reports To: **Senior Planner**
Pay Grade: **9**
Full/Part Time: **Full**

Job Description

Summary/Objective

Under close to general supervision, performs professional level work in the field of urban planning and zoning administration; and performs related work as required.

This is the journey level class in the Planning Series. Positions in this class are normally filled by advancement from the entry level professional classification of Assistant Planner or, when filled from the outside, require prior professional planning work experience. Work involves more complex duties and increasing responsibility of professional knowledge and skills in various municipal planning and zoning issues. Responsibilities include the review and preparation of various planning reports and projects with opportunity for independent judgment in planning work details and making technical determinations.

Receives general supervision from a Senior Planner or higher level management staff, as assigned. May exercise close to general supervision or lead direction on a project basis over lesser-skilled professional, para-professional, technical, and clerical staff, as assigned.

Essential Job Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:

1. Reviews re-zoning, variances, conditional use permits, designs review, and other similar planning related applications.
2. Prepares legal notices for public hearings.
3. Prepares reports pertaining to advisability and permissibility of the requests.
4. Confers with property owners and petitioners regarding effect and implications of zoning and developments actions.
5. Reviews building plans, grading plans and subdivision proposals for compliance with appropriate regulations.
6. Prepares recommendation reports for review by superiors, various boards and commissions, and the City Council.

7. Compiles information and prepares reports of a moderate to complex nature, and make recommendations on special studies pertaining to land use, zoning, housing, and other planning functions.
8. Assists the general public by providing information on Zoning and General Plan matters and development-related case processing information.
9. Makes recommendations on development permits and presents them to the Development Review Committee, Planning Commission, and City Council.
10. Presents staff reports and provides professional staff support to a board or commission served by the Planning Department as assigned.
11. Analyzes and interprets social, economic, population and land use data and trends.
12. Prepares written and graphic reports on various planning and environmental matters and elements of the General Plan.

Competencies

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

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 or without direct supervision.
- Interact professionally with other employees, residents, suppliers 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.

Qualification Guidelines

The following combination of experience and training that would likely provide the required knowledge and abilities is essential. A typical way to obtain the knowledge and abilities would be:

Equivalent to a 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 three (3) years of professional planning experience comparable to that of an Assistant Planner at the City of San Jacinto.

Or,

Equivalent to a Master'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 two (2) years of professional planning experience comparable to that of an Assistant Planner at the City of San Jacinto.

Or,

Equivalent to an Associate'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 five (5) years of professional planning experience comparable to that of an Assistant Planner at the City of San Jacinto.

Or,

Equivalent to a High School Diploma and a minimum of seven (7) years of professional planning experience comparable to that of an Assistant Planner at the City of San Jacinto.

Licenses and Certificates

- Possession of a valid Class C California Driver's License. Must have and maintain a satisfactory driving record and be insurable to operate City vehicles.

Knowledge, Skills & Abilities

Knowledge of:

- Applicable, Federal, State and local laws and regulations.
- California development law, City planning and zoning codes, California Environmental Quality Act, and other applicable Federal, State and local legislation and regulations.
- Digital graphic presentation applications (such as but not limited to Power Point, ARC GIS, etc.).
- 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.
- Planning codes and standards governing zoning and building activities.

- Principles and practices of municipal planning and zoning administration at an intermediate level.
- 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:

- Exercise independent judgement.
- 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.
- Analyze, organize and systematically compile technical and statistical information, and prepare complex reports.
- 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.
- Make sound recommendations.
- Manage multiple projects and issues effectively and meet firm deadlines.
- Perform complex professional planning work with a minimum of supervision.
- Assist in the supervision of para-professional, technical and administrative support staff.
- Establish and maintain effective working relationships with all levels of staff and customers. Manage multiple projects and issues effectively and meet firm deadlines.
- 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 computer monitors, 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.

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; and hearing and speech to communicate in person, before groups, and over the telephone.

This position requires the flexibility to work in both office and field environments. Office environment requires extended sitting and standing, use of personal computers and reviewing plans. Field environment requires ability to transverse construction sites, standing and walking for extended periods of time, and ability to inspect construction projects.

Physical Demands

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, carry, push, and pull materials and objects up to 40 pounds.

Indoor office environment; the employee is frequently required to sit, stand, walk, use hands and fingers, and reach with hands and arms. Noise and temperatures are moderate and fumes are not generally present.

While performing the duties of this job, the employee is regularly required to see, talk, and hear.

Essential Mental Functions

Be able to make quick decisions, supervise others, problem solve, read, write, and speak publicly. Essential to be able to read, organize, process and interpret data.

Supervisory Responsibility

This position has a limited amount of 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 The disclaimer informs the employee that the job description is not a contract between the employee and the employer, that the employer may change the job description or that the employer may request the employee to perform additional duties.

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

City Manager  Date 2-4-19
HR  Date 1-31-2019

Disclaimers and approval This job description is not a contract between the employee and the employer. The employer may change the job description and/or may request the employee to perform additional duties.

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

Employee _____ Date _____