

**ASSISTANT PLANNER
ASSOCIATE PLANNER**

*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.*

SUMMARY DESCRIPTION

Under general supervision (Assistant Planner) or direction (Associate Planner) of the Community Development Director, 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.

IDENTIFYING CHARACTERISTICS

Assistant Planner - This is the entry-level in the professional planning series. Work activities involve the responsibility for assignments in the fields of current or advanced planning or environmental analysis that require the application of fundamental planning principles. Assignments are generally limited in scope and within the design and procedural framework established by higher-level employees. However, as experience is acquired, the employee performs with increasing independence. Advancement to the "Associate" level is based on demonstrated proficiency in performing the full range of assigned duties, the completion of the minimum experience and education requirements for the "Associate" level, and is at the discretion of higher level supervisory or management staff.

Associate Planner - This is the journey level class in the professional planning series. Employees within this class are distinguished from the Assistant Planner by the performance of the full range of duties as assigned and are assigned more complex projects. 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 the work unit. Positions in this 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 classification is distinguished from the next higher classification of Senior Planner in that the latter is responsible for the more complex and difficult duties within the division, and may exercise supervision over assigned project staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plans, organizes, and conducts research studies; maintains, updates, and analyzes demographic and other data required for community planning; prepares reports and analysis regarding land use, zoning, urban design, population trends, transportation, community needs, housing, and environmental issues.
2. Recommends the use of land for residential, commercial, industrial, and community uses; participates in the review, development, revision, and maintenance of general plan elements, plans, zoning ordinances, and other policies and procedures.
3. Reviews and processes various plans and applications for subdivision and commercial developments;

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collects and evaluates information related to the application process and determines conformity with laws, regulations, policies, and procedures; recommends approval, or alternative approaches; conducts project site checks and field inspections.

4. Coordinates the development review process; communicates and coordinates with other City departments, developers, and outside agencies throughout the development process to create the best possible development.
5. Plan checks building and engineering plans for adherence to approved projects.
6. Prepares final resolutions, ordinances, environmental notices, plan approvals, and file cleanup after project completion; monitors conditions of approval after project completion for compliance.
7. Provides front counter and phone support; provides information and assistance to developers, property owners, the public, other departments, and outside agencies regarding laws, regulations, standards, policies, and procedures related to the submission of plans, processing of applications, and implementation requirements; investigates and responds to complaints of zoning code violations;
8. Performs a wide range of duties in support of the City Council and other boards and commissions; coordinates preparation of meeting agendas for various commissions, boards, and community groups including reviewing draft materials and preparing comments; organizes meetings and work sessions; prepares public hearing notices ensuring timely notification of appropriate parties; prepares and presents staff reports and other presentations for the City Council and other commissions, boards, and community groups.
9. May provide work coordination and project direction for other planning personnel and contract consultants.
10. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

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.

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

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 computers and supporting software applications.

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Ability to:

Perform professional level planning duties in the development, implementation, and modification of City plans and regulations.
Apply policies, procedures, and standards pertaining to the municipal planning process.
Interpret maps, site and building plans and specifications, graphs and statistical data.
Interpret, analyze, apply, implement, and explain pertinent federal, state, and local laws, codes, and regulations including City codes and departmental policies and administrative directives.
Interpret planning and zoning programs to the general public.
Analyze and compile statistical and technical information
Develop recommendations regarding the use of property.
Process routine development applications and coordinate necessary communication between staff, developer, and other agencies.
Analyze projects and potential projects for consistency with planning regulations, general planning principles, and architectural quality.
Prepare and analyze technical and administrative reports, statements, and correspondence.
Present technical data in verbal, written, graphic, and map form to City management staff and variety of boards and commissions.
Effectively present information and respond to questions from groups of managers, council members, committee and commission members, and the general public.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
Operate modern office equipment and computers including specialized computer applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Assistant Planner

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in urban or regional planning, architecture, or a related field.

Experience:

One year of responsible professional or paraprofessional urban or regional planning and zoning experience is highly desirable.

License or Certificate:

Possession of an appropriate driver's license.

Associate Planner

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in urban or regional planning, architecture or a related field. A Master's degree is desirable.

Experience:

Two years of increasingly responsible professional planning experience in a local government at a level comparable to an Assistant Planner with the City of Suisun City.

License or Certificate:

Possession of an appropriate driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions 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 the essential job functions.

Environment: 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: 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.