

## **ASSOCIATE PLANNER (PLANNER II)**

### **DEFINITION**

Under supervision, to perform professional planning assignments in the Planning Division of the County Community Development Department; to participate in planning studies, environmental reviews, permit processing; community design, and general plan preparation; to assist with planning policy formulation and implementation; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the journey level in the professional Planner class series. Incumbents perform the more advanced planning assignments with limited supervision. Incumbents may provide lead direction to support staff. When sustained work proficiency has been demonstrated and a vacancy exists, incumbents are generally qualified for promotion to the Senior Planner level.

### **REPORTS TO**

Community Development Director or designee.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

### **EXAMPLES OF DUTIES**

Duties may include but are not limited to the following:

Gathers data and information for planning studies and long range planning policy development; assists with preparation of general plan elements; performs current planning assignments; assists with and prepares project reports; conducts research and performs data analysis; processes applications for property adjustments; may conduct inspections of sites to ensure compliance with General Plan and Zoning Codes; assists with the preparation and prepares environmental studies; prepares public presentations; participates in the environmental review of proposed projects; assists with the implementation of general plan amendments and specific planning requirements; assists with the revision of planning ordinances; interprets use permits in accordance with applicable ordinances and regulations; performs basic reviews of site development plans and may prepare and present staff reports for the Planning Commission and the Board of Supervisors; prepares or assists with the preparation of maps and graphs; answers public inquiries regarding planning issues, permit procedures, and zoning; may represent the

Planning Department on committees; provides staff support to local and regional planning advisory committees and certain state mandated and local commissions; maintain confidentiality.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; ability to walk in uneven terrain for extended periods; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in both an office and outdoor environments, often in inclement weather; frequent contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge of:

- Functions and responsibilities of a public planning agency.
- Principles, techniques, and knowledge of land use planning.
- Computer applications related to planning and land use.
- Current trends in land use planning and community design.
- Research and statistical methods.
- Environmental impacts of changes in land use.
- Graphic illustration and presentation.

#### Ability and willingness to:

- Enforce Federal, State, and local laws, rules, and regulations related to planning and zoning activities.
- Assist with planning studies and environmental reviews.
- Collect, compile, and analyze technical, statistical, and other information related to public planning.
- Assist with and prepare planning and zoning reports.
- Read and understand laws, ordinances, general plan elements, environmental impact statements, and other documents related to community planning and land use.
- Operate a personal computer and use appropriate software in the performance of professional planning work.
- Effectively represent the Planning Division and the Community Development Department.
- Lead public agency administration.
- Establish and maintain cooperative working relationships.
- Maintain confidentiality.

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

One (1) year of experience equivalent to that as an Assistant Planner.

Special Requirements: Possession of a driver's license valid in California.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents will be required to follow instructions and to perform other job related duties as may be required.

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Salary Range 64