



### **Position Description**

**Title:** Associate Planner  
**Type:** Regular, Full-Time  
**Pay Range:** G/172

**Department:** Community & Economic Development  
**FLSA Status:** Non-Exempt  
**Revised:** 08/2018

### **DEFINITION**

Perform professional-level work in the field of current and advanced planning and environmental analysis.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision from the Senior Planner and receives general direction from the Community and Economic Development Director.

May exercise functional and technical supervision over assigned staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties include, but are not limited to:

- Research, analyze, and interpret social, economic, population, and land use data and trends; prepare written reports on various planning matters and elements of the General Plan.
- Perform project supervisory duties as assigned.
- Prepare initial studies and prepare and review environmental impact reports.
- Compile information and make recommendations on special studies and prepare complex planning reports.
- Prepare zoning code and general plan amendment studies and reports.
- Review development proposals and work with developers to reach agreement on acceptable landscape plans and site plans; review building plans, parcel maps, and subdivision proposals for compliance with appropriate regulations, and prepare reports and recommendations.
- Prepare staff reports and make presentations to the Planning and Economic Development Commission, Town Council, and various committees and advisory boards as directed.
- Review commercial, industrial, and residential development plans for issuance of zone clearance; process permit applications.
- Research and draft ordinances for consideration.
- Confer with and advise architects, builders, attorneys, contractors, engineers, and the general public regarding Town development policies and standards.
- Supervise, train and evaluate assigned staff.
- Perform related duties as assigned.

### **QUALIFICATIONS**

Knowledge of:

- Principles and practices of urban planning, site planning, and architectural design.
- Laws underlying general plans, zoning and land divisions.
- Environmental laws and regulations.

- Principles of supervision and training.
- Modern office practices, procedures, methods, and equipment.

Ability to:

- Analyze and compile technical and statistical information; prepare reports.
- Interpret planning and zoning programs to the general public.
- Perform complex professional planning work with minimum supervision.
- Supervise and train assigned staff.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Interpret and apply administrative and departmental policies, laws, and regulations.
- Operate and use modern office equipment, including computer equipment.

Experience and Training:

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

Education:

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

Experience:

Three years of experience at the level of Assistant Planner or equivalent.

Licenses:

Possession of, or ability to obtain within state required time frame, a valid State of California Class C Driver's License with an acceptable driving record and must pass an appropriate background check prior to the hire date.

**TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and spreadsheet software, central financial computer system, telephone, typewriter, 10-key calculator, phone, copy machine, fax machine, and postage machine.

**PHYSICAL DEMANDS**

The physical demands described here 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 functions.

Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on the telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed. While performing the duties of this job the employee is

frequently required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold and manipulate office equipment, and talk and hear. The employee is occasionally required to carry up to 25 pounds. The employee may be required to stoop, crawl, crouch, balance, or climb short distances. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception, and ability to adjust focus with or without ocular aides.

#### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

#### **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is typical of an office setting with associated noise from office equipment, building HVAC, customers, and other employees. Position is required to drive in various conditions to check status of projects and inspections.

#### **GENERAL**

The duties listed above 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 the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Received and Reviewed by:**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**