



### Position Description

<b>Title:</b>	Assistant Planner	<b>Department:</b>	Community & Economic Development
<b>Type:</b>	Regular, Full-Time	<b>FLSA Status:</b>	Non-Exempt
<b>Pay Range:</b>	G/156	<b>Revised:</b>	11/2018

### DEFINITION

To perform journey level work in the field of current planning, advanced planning, and environmental analysis.

### SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Senior Planner and general supervision from the Community and Economic Development Director.

### 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.
- Compile information and make recommendations on special studies and assist with preparation of complex planning reports.
- Review Zoning Code and General Plan amendment applications.
- Review development proposals and work with developers to reach agreement on acceptable site plans; review building plans, parcel maps, and subdivision proposals for compliance with appropriate regulations and assist with preparation of reports.
- Research and review draft ordinances.
- Confer with and advise architects, builders, attorneys, contractors, engineers, and the public regarding Town development policies and standards.
- Process permit applications (e.g. sign permits, administrative permits, etc.).
- Review commercial, industrial, and residential development plans to ensure conformance with the Zoning Code and other applicable regulations.
- Assist in the preparation of CEQA documents including initial studies and negative declarations. Assist in the review of environmental impact reports.
- Assist the Code Enforcement Officer, as needed.

### QUALIFICATIONS

Knowledge of:

- Principles and practices of urban planning.
- Site planning and architectural design.
- Current literature, information sources, and research techniques in the field of urban planning.
- Modern office practices, procedures, methods, and equipment.

Ability to:

- Learn laws underlying general plans, zoning, and land divisions.
- Learn applicable environmental laws, regulations, and methods of assessment.
- Analyze and compile technical and statistical information, and prepare reports.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Operate and use modern office equipment, including computer equipment.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently in the absence of supervision.

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:

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

Experience:

One year of professional planning experience.

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. 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, 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. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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 Town reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.