



**Position Description**

<b>Title:</b>	Associate Planner/Housing Coordinator	<b>Department:</b>	Community & Economic Development
<b>Type:</b>	Regular, Full-Time	<b>FLSA Status:</b>	Non-Exempt
<b>Pay Range:</b>	G/172	<b>Revised:</b>	05/2019

**DEFINITION**

This position is a planning position with a majority of the duties focused on housing-related items. The Associate Planner/Housing Coordinator will plan, organize, and administer the Town’s housing program; manage a variety of housing grant programs; and implement and coordinate action items from the Town’s Housing Action Plan, Housing Element, and approved projects. Also, performs professional-level work in the field of current and advanced planning and environmental analysis.

**SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision 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:

- Plan and administer a variety of programs, grants, and projects to ensure a comprehensive approach to affordable housing within the Town; coordinate the development of various housing-related strategic-planning documents; work with the various committees, commissions, and authorities; assist in the preparation of updates to the Town’s Zoning Code; and assist with the implementation of the Town’s Housing Element.
- Assist with the implementation of the CDBG program and HOME program and sub-recipient agreements with Mammoth Lakes Housing; administer and monitor program grants and loans to individuals and organizations; track and ensure the Town’s compliance with all related federal and state regulations as they relate to housing; assist in the preparation of required periodic and annual reports.
- Participate as directed by the Community and Economic Development Director on the development of 25 +/- acres of Town-owned property committed to housing.
- Work with CED Director to develop an ongoing work program for the Town’s housing program based on staff capacity which includes implementation of action items from the Town’s Housing Action Plan.
- 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.
- Review of application requests and appeals submitted to the Department with respect to completeness, scheduling for Planning and Economic Development Commission and Town Council, make recommendations on development applications.
- Interpret ordinances and regulations as they apply to planning applications.
- Review current and proposed projects, including major subdivisions, residential planned developments, and commercial and industrial complexes.
- Confer with builders, engineers, contractors, attorneys, architects, and the public concerning department procedures, interpretation, and application of Town planning policies and ordinances, state and federal land use and environmental laws and regulations, and conditions imposed on approved applications.

- Respond to and resolve citizen inquiries and complaints.
- Advise and assist the Planning and Economic Development Commission and Town Council with respect to community planning issues and problems, pending projects, and the involvement and application of established Town policies and ordinances.
- Prepare staff reports and make presentations to commissions, Town Council, various committees, and the public to discuss Town planning policies, practices, and problems.
- Initiate, organize, and participate in community information outreach programs.
- Coordinate planning activities with other Town departments and with outside agencies including Mammoth Lakes Housing.
- Supervise, train, and evaluate assigned staff.
- Participate in the preparation of grant applications.
- 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.
- Review commercial, industrial, and residential development plans for issuance of zone clearance; process permit applications.
- Research and draft ordinances for consideration
- Perform related duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

- Affordable housing programs.
- 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 including at least two years of experience in professional housing program administration and planning.

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, 10-key calculator, phone, copy machine, and fax 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.