

CLASS SPECIFICATION

Yuba County

August 2006

CLASS TITLE: Assistant/Associate Planner

FLSA STATUS: Non-Exempt

JOB SUMMARY:

Performs professional level current and/or long-range planning, including processing and management of various land use applications; administers the contracts for environmental consultants; conducts planning, land use and environmental review studies; collects and presents data and prepares reports, including graphic presentations; implements a variety of State-mandated programs and ensures that State and local laws and regulations are followed; provides information and advice to the public, in person and over the telephone; performs related work as assigned.

CLASS CHARACTERISTICS:

Assistant Planner is the entry level in this professional planning series. This class is responsible for research, data collection and preparation of reports for the planning office. Assignments are intended to provide background in the working application of the principles and practices of urban planning. Incumbents initially work under close supervision and are expected to gain knowledge and experience, completing assignments with increasing independence. This class is alternately staffed with Associate Planner and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher-level class.

Associate Planner is the journey level in this series, with incumbents conducting research and analyses for varied current and long-range planning, land use and environmental review projects and functions, as well as providing professional assistance to other County departments in planning matters. Incumbents are expected to work independently, exercising judgment while managing projects and interpreting and implementing land use policies. Responsibilities may also include providing work direction to technical support staff.

EXAMPLE OF DUTIES:

Essential:

- Receives and processes land-use applications for rezoning, specific plan amendments, subdivision maps, annexations, use permits, variances and related zoning/planning and regulation items; prepares notices, collects fees and arranges for required hearings.
- Interprets and enforces provisions of County, state and city laws and regulations, and other policies and standards to potential applicants and the public; answers telephone and office inquiries regarding the County and local governmental ordinances and requirements.
- Provides professional support for various commissions or committees such as Planning Commission meetings including conducting such meetings, preparing and presenting reports and preparing legal and participant notices.
- Monitors status of development applications from acceptance to issuance of final permit.
- Performs plan checking and site inspections for code compliance with County and local ordinances and regulations.
- Conducts research studies regarding laws, regulations, legal documents such as deeds; prepares reports and recommendations regarding land use, zoning, population trends, transportation, housing, redevelopment, mining claims and community service needs.
- Administers consultant projects for the preparation of environmental documents.
- Conducts field investigations related to environmental impacts and/or zoning violations.
- Uses computers and software programs for various technical planning projects and studies.
- Makes oral and graphic presentations or prepares material for presentation to Boards and commissions and community groups.
- Prepares a variety of written communications, including analytical reports and correspondence; prepares and directs the preparation of graphic materials.

Important:

- Recommends ordinance and procedural changes for the department.
- Assists with the review and modification of the General Plan and site specific plans; assists with various grant-funded, redevelopment and other projects.
- May provide work direction and instruction to technical or office support staff; may assist in instructing less experienced professional staff.

QUALIFICATIONS:

Knowledge of:

Assistant Planner

Objectives, principles, procedures, standards, practices information sources and trends of municipal, urban and rural planning.
Planning research and report preparation methods.
Statistical analysis and mathematical concepts related to the planning process.
Terminology, symbols, methods, techniques and instruments used in planning graphics and map drafting.
Techniques, symbols and instruments used in preparing planning graphics and maps.
Computer applications related to the work.
Record keeping principles and practices.
Correct business English, including spelling, grammar and punctuation.
Techniques for dealing with the public in person and over the phone.

Associate Planner - In addition to the above:

Application of land use, physical design, economic, environmental, and/or social concepts for the planning process.
Applicable laws, ordinances, rules, regulations, policies and procedures.
Trends, market analyses techniques, programs and financing mechanisms and redevelopment techniques.

Skill in:

Assistant Planner

Researching, analyzing, and summarizing planning data both manually and with computer applications.
Interpreting maps, site and building plans and specifications, graphs and statistical data.
Preparing clear, concise and complete technical documents, reports, correspondence and other written materials.
Exercising sound independent judgment within established guidelines.
Making accurate arithmetic and statistical calculations.
Establishing and maintaining effective working relationships with those contacted in the course of the work.
Working without close supervision in standard work situations.

Associate Planner - In addition to the above:

Interpreting, applying and explaining federal, state and local laws, codes, regulations, policies, procedures and standards pertaining to the planning process.
Performing technical, detailed planning, demographic and related research.
Organizing own work, performing independent project tasks and meeting critical deadlines.
Making persuasive oral presentations of ideas and recommendations.
Acting as project leader and contract service administrator.

Ability/Physical Requirements:

- Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to attend meetings and inspect developmental sites.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Working Conditions:

- Attend meetings outside of normal working hours.
- Generally a typical office environment.

Licensing and Certification:

- Possess a valid California Class C driver's license.

Background: The minimum and preferred requirements for this position are described below:

Assistant Planner:

Minimum: Equivalent to a Bachelor's Degree from an accredited four year college or university with major coursework in city, regional or urban planning or a field related to the work (architecture, environmental engineering, geography) with 12 semester units in planning **OR** an AA degree with major coursework in a field related to the work with 12 semester units in planning **AND** two years of experience equivalent to the County's class of Community Development Specialist **OR** a certificate in Land Use Planning from an accredited college or university **AND** two years of experience equivalent to the County's class of Community Development Specialist.

Preferred: Equivalent to a Bachelor's Degree from an accredited four year college or university with major coursework in city, regional or urban planning or field related to the work (architecture, environmental engineering, geography) with 12 semester units in planning and up to two years of experience at a level equivalent to the County's class of Assistant Planner. A Master's Degree may be substituted for up to one year of the required experience.

Associate Planner:

Minimum: Equivalent to a Bachelor's Degree from an accredited four year college or university with major coursework in city, regional or urban planning or field related to the work (architecture, environmental engineering, geography) with 12 semester units in planning and two years of experience at a level equivalent to the County's class of Assistant Planner. A Master's Degree may be substituted for up to one year of the required experience.

Preferred: Equivalent to a Bachelor's Degree from an accredited four year college or university with major coursework in city, regional or urban planning or field related to the work (architecture, environmental engineering, geography) with 12 semester units in planning and up to two years of experience at a level equivalent to the County's class of Associate Planner. A Master's Degree may be substituted for up to one year of the required experience.

This Class Specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.