

ASSISTANT/ASSOCIATE PLANNER  
CITY OF LOMA LINDA

DEFINITION

Under general supervision, performs professional planning work of moderate difficulty in the development and conduct of community development projects; provides professional staff support in planning and related activities; and performs such other related duties as may be assigned.

CLASS CHARACTERISTICS

Incumbents are responsible for a variety of professional planning assignments, and assistance to the department head on special projects. Assistant and Associate levels are distinguished by the level of independent judgment, complexity and degree of difficulty of work.

EXAMPLES OF DUTIES

Under general supervision, duties may include, but are not limited to, the following:

1. Receives inquiries on applications for zone changes, conditional use permits, variances, precise plans of design, and similar applications; evaluates issues and reviews documents for consistency with the General Plan and compliance with local ordinances and/or regional/state requirements; confers with the public including developers, builders, and architects in finding solutions to problematic planning requests.
2. Manages project case files; meets with other departments in the City and coordinates and reviews reports on various projects; coordinates development plan check, the collection of development fees and permit issuance.
3. Provides information to the public on zoning, general plan, environmental and permit processes.
4. Collects, analyzes, and interprets data on social, economic, population, and land use trends; conducts environmental reviews; prepares staff reports and supporting charts, maps, and other visual aids; makes presentations of research and recommendations.
5. Researches, reviews, and drafts grant, contract, policy, and ordinance language; prepares reports for incorporation into municipal land use plans; makes recommendations on long-range goals and short-term objectives.
6. Advises and otherwise provides assistance to the Community Development Director, the Redevelopment Agency, other City personnel and the public regarding related issues.

Associate Planner – additional duties may include:

1. Directs the maintenance and correction of department maps and files
2. Assists in the enforcement of zoning requirements; conducts field inspections and issues notices of violation; provides assistance in violation correction.
3. As designated representative of the department, represents the City in relations with the community, advisory committees, local, state and federal agencies, other community development departments, and professional organizations.
4. At the direction of the Community Development Director, assigns work and provides instruction to department staff.

## QUALIFICATIONS GUIDELINES

### Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include completion of a four-year college curriculum with major course work in planning or a related field. Experience and familiarity with development project processing, general plan and zoning code amendments, environmental reviews, computer operations, and specific plans is highly desirable.

Associate Planner – two years of professional planning experience in a city or county planning agency.

### Knowledge, Skills, and Abilities

Basic knowledge of the California Environmental Quality Act (CEQA); California Redevelopment Law; California Planning Law, especially with regard to General Plan requirements; the California Subdivision Map Act; computer skills, including some knowledge of Geographical Information Systems (GIS). Working knowledge of the principles, objectives, and procedures of modern municipal planning; techniques used in the development and maintenance of general plans; state laws relating to subdivision, environmental review, annexation, and land use. Ability to coordinate the work of others involved in related procedures; work independently; organize and conduct research; collect and analyze data, generate and evaluate alternatives, and reach logical conclusions; compose clear and concise reports; prepare visual displays; meet the public in situations requiring diplomacy and tact; communicate effectively both orally and in writing; establish and maintain cooperative working relationships.

### Special Requirements

Possession of or ability to obtain a valid Class C California Driver's License, and a satisfactory driving record.

Incumbents must pass a medical examination and drug screen at the time of appointment.