

ASSISTANT PLANNER
ASSOCIATE PLANNER

DEFINITION

To perform professional planning duties in current and/or long range planning; to review plans and explain planning policy and regulations to the public; and to provide technical support to management staff.

DISTINGUISHING CHARACTERISTICS

Assistant Planner - This is the entry level in the professional planning series. Employees at this level are not expected to perform with the same level of independence of direction and judgment on matters allocated to the Associate Planner. Since this class is typically used as a training class, employees have only limited or no directly related professional planning work experience. Employees work under general supervision while learning job tasks.

Associate Planner - This is the journey level class within the professional planning series. This class is distinguished from the Assistant Planner by assignment of the full range of professional planning duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit.

This class is distinguished from that of the Senior Planner in that the latter is an advanced journey level class responsible for more complex and difficult planning projects and programs and exercises direct supervision over assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Assistant Planner

Receives general supervision from assigned supervisory personnel.

Associate Planner

Receives direction from assigned supervisory personnel.

May exercise technical and functional supervision over lower level professional, technical and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Review development proposals and applications for conformance to City standards and other applicable State and Federal rules and regulations; serve as primary point of contact to developers and property owners in meeting these standards; process appeals to department determinations.

Review current and/or long range planning projects for consistency with City standards and other applicable State and Federal rules and regulations; provide information to applicants and developers for plan modifications to meet compliance requirements; and recommend improvements to project design.

Respond to inquiries at the public counter, by phone, mail, or electronic mail; provide professional planning guidance in responding to questions or inquiries; prepare correspondence to applicants, violators and other agencies regarding compliance.

Prepare initial studies and environmental documents related to development plans/applications, including conformance to local, State and Federal regulations and laws and City General Plan requirements; prepare written reports with recommendations and make presentations to the City Council, Planning Commission, Design Committee and other bodies, as appropriate.

Prepare and provide environmental analysis for projects to ensure compliance with local, State and Federal regulations and laws; prepare environmental impact reports, negative declarations and notice of exemptions, as appropriate.

Review, investigate and enforce zoning and sign regulations; prepare correspondence to applicants, violators and other agencies regarding compliance issues.

Perform plan check reviews of commercial, industrial, public, quasi-public and residential development plans for conformance with project standards and project approval; perform site reviews as needed; issue administrative permits and coordinate planning activities with other agencies, departments and divisions.

Confer with and advise architects, builders, attorneys, contractors, engineers, etc.; negotiate and develop contracts and development agreements regarding City development policies and standards.

Research, analyze, and interpret social, economic, population, and land use data and related trends, including recording and summarizing statistical and demographic information in a sophisticated database.

Make presentations to a variety of groups and other jurisdictions interested in/affected by City planning and development policies; respond to inquiries and provide information about current and/or long range planning procedures and processes.

Update policies and procedures; analyze and make recommendations regarding long range, comprehensive planning policy documents, including the City's General Plan; research planning information and concepts, land use and related legal issues related to long range planning and policy issues.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints; assist planning staff in responding to non-routine or unusual circumstances/inquiries.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Assistant Planner

Knowledge of:

Principles and practices of urban planning and development.

Research techniques and analysis methods related to social, economic, population, and land use data and related trends.

Site planning and architectural design.

Site design, terrain constraints, utility capacity constraints and land use compatibility.

Pertinent local, State and Federal laws, ordinances and rules, including the California Environmental Quality Act (CEQA) and California land use and planning law.

Modern office procedures, methods, and computer equipment.

English usage, spelling, punctuation, and grammar.

Principles and practices of work safety.

Ability to:

Perform professional planning duties related to urban planning and development; manage the less complex planning projects; problem solve the more routine planning issues.

On a continuous basis, know and understand all aspects of the job; frequently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk or in meetings for long periods of time; may intermittently walk or bend to observe field sites; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and apply City standards and regulations and related planning policies and procedures, as well as applicable laws and regulations related to planning and associated environmental issues.

Develop and recommend policies and procedures related to assigned duties.

Operate a personal computer with proficiency and familiarity, including use of word processing, spreadsheet, database, mapping, internet and visual presentation programs.

Prepare concise, comprehensive and understandable written reports, studies, and other written materials.

Prepare and present oral and visual presentations to a variety of internal and external customers.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Experience:

No professional experience is required; one year of technical planning experience is desired.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably with major course work in planning, environmental studies or a closely related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Associate Planner

In addition to the qualifications for the Assistant Planner:

Knowledge of:

Environmental review standards and processes, including knowledge of CEQA and NEPA and the preparation of Environmental Impact Reports, Initial Studies and (Mitigated) Negative Declarations.

Principles and practices of project management.

Ability to:

Independently perform the full range of professional planning duties with only occasional instruction or assistance as new or unusual situations arise, including project management.

Exercise initiative and independent judgment in sensitive situations; research, problem solve, and negotiate.

Experience and Training

Experience:

Two years of responsible experience performing duties similar to that of an Assistant Planner with the City of Roseville.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably with major course work in planning, environmental studies or a closely related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Assistant/Associate Planner

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02-13-19

08-25-12

08-04-04

12-24-98

10-26-89

10-01-88

03-01-87

07-01-79

05-16-77

10-30-73 Assistant/Associate Planner

11-02-70