

CITY OF WASCO

POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA			
Position Title:	Assistant Planner	Department : Planning	
Reports to:	Senior Planner	FLSA Classification : Non-Except	
Career Ladder:	Senior Planner	Pay Grade:	Approval Date: 08/16/05

POSITION SUMMARY:

The fundamental reason this classification exists is to perform professional level work in the field of planning, including any or all of the following: current planning, advanced planning, environmental analysis, design review, growth management, redevelopment, and housing; assist in the research and completion of planning projects and programs; provide information and assistance to developers and the public; and provide technical staff assistance to higher level planning staff.

CLASS CHARACTERISTICS:

The Assistant Planner is the entry-level class in the professional planner series. Incumbents in this class develop journey level knowledge and abilities, initially work under close supervision and with experience, become more knowledgeable and perform assignments with increasing independence. With superior job performance and possession of the qualifications of the higher-level class, incumbents may, with supervisor recommendation and department head approval, advance to the Associate Planner level.

ESSENTIAL RESPONSIBILITIES:

Receives and processes applications for rezoning, general and specific plan amendments, use permits, environmental clearances, variances and related zoning items

Administers, interprets and enforces provisions of the City Zoning Code and other planning laws, policies and standards to potential applicants and the public

Monitors status of development applications from acceptance to final map and conducts periodic reviews of conditional permits

Provides information and assistance to developers, property owners and the general public regarding laws, policies, regulations related to the submission of plans, processing of applications and implementation requirements

Reviews, investigates and processes various plans and applications for subdivisions, housing and commercial developments, variances, use permits and business licenses; determines conformity with laws, policies, regulations and procedures; recommends approval, identifies problems and alternatives

Plans and conducts research studies and prepares reports and recommendations regarding land use, zoning, urban design, population trends, transportation, housing, redevelopment and community service needs

Assists with the review, development or revision of the various elements of the General Plan, environmental impact reports, plans, ordinances and other policies and procedures

Uses computers and software programs for various technical planning projects and studies

Develops and maintains a statistical reporting system; compiles, analyzes and interprets data relating to environmental conditions, social, economic and housing trends, community needs, and demographic trends and zoning problems and prepares appropriate documentation

Prepares a variety of written communications, including analytical reports, correspondence and drafts of revisions to local ordinances, policies and procedures; directs the preparation of graphic materials

Makes field surveys and investigations related to planning and zoning projects or requests

Makes oral and graphic presentations or prepares material for presentation to the City Council, boards and commissions and community groups; answers questions and provides information and assistance to the public in person, on the telephone and in writing

May act as liaison with other agencies, departments and planning sections

May instruct others in work procedures; may provide direction to others on a project basis

Maintains confidentiality when interacting with developers, other agencies and coworkers

May perform other work as assigned

MINIMUM QUALIFICATIONS:

Knowledge of – Objectives, principles, procedures, standards, practices, information sources and trends of municipal urban planning; Implementation of zoning and other municipal ordinances; Application of land use, physical design, economic, environmental and/or social concepts to the planning process; Housing trends, market analysis techniques, programs and financing mechanisms for low- and moderate-income families; Statistical analyses and mathematical concepts related to the planning process; Terminology, symbols, methods, techniques and instruments used in planning and map drafting; Local government organization and the functions and practices of a municipal planning unit

Skilled in - Understanding and applying federal, state and local laws, regulations, policies, procedures and standards pertaining to the planning process; Interpreting maps, site and building plans and specifications, graphs and statistical data; Researching, analyzing and summarizing planning data, both manually and with computer applications; Making persuasive presentations of ideas and recommendations; Preparing clear, concise and complete technical documents, reports, correspondence and other written materials; Exercising sound independent judgment within established guidelines; Instructing others in work procedures and providing specific project directions; Establishing and maintaining effective working relationships with those contacted in the course of the work

Ability to - Establish and maintain positive customer relations with all those contacted in the course of work. Understand and apply applicable federal, state and local laws, regulations and ordinances. Learn to interpret maps, site and building plans and specifications, statistical data and prepare reports and recommendations. Exercise sound judgment within established guidelines. Communicate clearly and concisely, both orally and in writing with all those contacted in the course of work. Establish and maintain effective working relationships with those contacted in the course of work. Interpret planning and zoning programs to the general public

Licenses and Certificates – Possession of or ability to obtain a valid California Driver’s License may be required

Physical Abilities and Work Environment – While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Other – Must complete an annual Statement of Economic Interest. Bilingual fluency in English and Spanish is desirable.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience – Sub-professional or professional planning experience may be substituted for the education on a year-for-year basis to a maximum of two (2) years

Education - graduation from a four-year college or university with major course work in city, regional or urban planning or a closely related field.

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date