

## CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA			
<b>Position Title:</b>	Associate Planner	<b>Department :</b> Planning	
<b>Reports to:</b>	Senior Planner	<b>FLSA Classification :</b> Non-Exempt	
<b>Career Ladder:</b>	Senior Planner	<b>Pay Grade:</b>	<b>Approval Date:</b> 08/16/05

**POSITION SUMMARY:**

The fundamental reason this classification exists is to perform professional municipal current and/or advanced planning work, including conducting planning studies; collects and presents data and prepares reports; may serve as a group or project leader for professional and technical personnel

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**CLASS CHARACTERISTICS:**

Associate Planner is the journey-level class in the professional planning series. Incumbents conduct planning research and analysis on moderate to difficult projects. The work requires the exercise of considerable independence in preparing planning studies and reports on short- and long-range, well-defined assignments and making presentations on such projects. Work may include assisting with the work instruction or project direction of new staff members. This class differs from Senior Planner in that the latter is the lead or specialist class exercising a higher degree of independent judgment on diverse and specialized assignments with a greater degree of accountability and ongoing decision-making responsibility.

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**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 ordinance 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 use 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

Performs related work as assigned

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## **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. Perform complex professional planning work with significant initiative and a minimum of supervision. Analyze and compile technical and statistical information and prepare reports. Communicate clearly and concisely, both orally and in writing with all those contacted in the course of work. Participate in the supervision, training, and evaluation of personnel. Assist in the management of programs and projects

**Licenses and Certificates** – Possession of or ability to obtain a valid California Driver’s License may be required. Must in the process of obtaining the American Institute of Certified Planner (AICP) certification

**Physical Abilities and Work Environment** – On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk. Perform simple grasping and fine manipulation. Communicate extensively through the use of a telephone and communicate through written means.

Work in an office environment, with frequent visits in the field to assess potential development sites and/or monitor projects. Attend evening meetings as required. Travel out of the City to attend meetings and meet with potential developers and/or businesses, LAFCO and county agencies

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus

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

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## **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** – two (2) years of professional planning experience at a level equivalent to the City’s Assistant Planner. 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. A master’s degree in city, regional or urban planning may be substituted for one year of the professional planning experience

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

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## **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

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Print Name

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Signature

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Date