

**ASSISTANT/ASSOCIATE PLANNER**  
Salary Range 33 & 39 (Public Service Employees)

**DEFINITION**

Under direct or general supervision, performs a variety of professional and technical routine to complex activities in the field of current and advance planning, including review of development and land use applications, zoning, site plan and environmental review; may serve as project manager for development applications; completes technical assessments, prepares written project analyses; provides professional advice and assistance to the public on planning, community development, zoning, permits and environmental review; assists with and completes preparation of City Ordinances; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from the Development Services Manager. Receives general direction from the Community Development Director. May exercise technical and functional direction over assigned staff.

**CLASS CHARACTERISTICS**

Assistant Planner: This is the entry-level class in the professional planning series. Initially, under direct supervision, the incumbent learns the more routine planning, redevelopment, zoning and related functions encountered by the City. Responsibilities include providing a range of routine customer service to the public at the front counter and on the telephone regarding policies and procedures, ongoing projects, zoning regulations, permit requirements and related building and development issues. This class is alternately staffed with Associate Planner and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications and demonstrating the ability to perform the work of the higher-level class.

Associate Planner: This is the journey-level class in the professional planning series. Incumbents may be assigned the full range of routine and complex planning, redevelopment, zoning and related functions encountered by the City. Responsibilities include providing a range of routine and complex customer services to the public at the front counter and on the telephone regarding policies and procedures, ongoing projects, zoning regulations, permit requirements and related building and development issues. This class requires the frequent use of independent judgment as well as a knowledge of departmental and City activities. This class is distinguished from the Senior Planner in that the latter is the advanced-journey level, providing administrative support and day-to-day supervision to departmental staff in addition to performing the most complex planning and related duties.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Reviews commercial, industrial and residential development proposals, plans, and applications for issuance of zoning clearance; reviews for compliance with appropriate regulations and policies.
- Inspects properties and structures for compliance with current City zoning codes and regulations; identifies corrective actions to be taken by owners; recommends improvement and rehabilitation programs; conducts follow-up inspections and rechecks as required.
- Serves as project manager for routine application projects, including analyzing and evaluating site and architectural plans, performing technical review and making recommendations, ensuring plans and applications receive appropriate signatures, coordinating in-house review with contractors, administering contracts and giving approval for payment on projects.
- Processes permit applications and calculates appropriate fees.
- Compiles information for a variety of studies and reports; researches, analyzes, and interprets social, economic, population and land use data and trends; develops recommendations and prepares written reports on various planning matters and elements of the City's General Plan.
- Assists with the implementation and administration of the City's General Plan and development regulations.
- Researches, collects, records, analyzes, interprets, and summarizes statistical and demographic information; prepares spreadsheets and establishes and maintains a comprehensive database.
- Assists in preparing staff reports for the Planning Commission, City Council, various committees and advisory boards as directed; prepares research, reports, maps, and conducts briefings.
- Confers with and advises architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards; provides and clarifies information relative to zoning, general plan compliance, signage, and other issues.
- Conducts studies and needs assessments for the development of programs to address significant development issues.
- Researches and drafts ordinances for review.
- Participates in coordinating City planning and development related activities with other City departments and with outside agencies.
- Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints concerning the City's planning function.
- Conducts field review as necessary to assess all pertinent issues of the assigned project.
- Maintains accurate records and files.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Researching and reporting methods, techniques and procedures.

- Recent developments, current literature, and sources of information related to planning and zoning.
- Modern office methods, procedures, and equipment, including computer hardware and applications necessary for graphic presentation, mapping, and database management, such as Microsoft Office, Microsoft Project, GIS and various Adobe software.
- Project management techniques.
- Practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Methods and techniques of effective technical report preparation and presentation.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, and regulatory organizations and with property owners, developers, contractors and the public.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

**Associate Planner, in addition to the above:**

- Principles, practices and procedures related to city and regional planning, development and zoning administration.
- Geographic, socio-economic, transportation, political and other elements related to city planning.
- Comprehensive plans and current planning processes and the development process.
- Site planning and architectural design principles.
- Applicable Federal, State, and local laws, codes and regulations, as well as Community Development Block Grant and Housing Rehabilitation Program rules and requirements and related reports.

**Skill in:**

- Conducting routine research projects, evaluating alternatives, and making sound recommendations.
- Preparing clear and concise technical and staff reports, correspondence, policies, procedures and other written materials.
- Learning current literature, information sources, and research techniques in the field of urban planning.
- Preparing accurate display maps, plans, charts and tables.
- Effectively representing the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations and individuals.
- Analyzing and compiling technical and statistical information and preparing reports.
- Making sound, independent decisions within established policy and procedural guidelines.
- Operating modern office equipment including computer equipment and software programs.
- Using English effectively to communicate in person, over the telephone and in writing.

- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Associate Planner, in addition to the above:**

- Interpreting planning and zoning programs to the general public.
- Reading plans and specifications and making effective site visits.
- Identifying and responding to public, Planning Commission and City Council issues and concerns.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Analyzing site design, terrain constraints, circulation, land use compatibility, utilities and other urban services.
- Enforcing ordinances and regulations effectively and tactfully.
- Making effective public presentations.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Assistant and Associate Planner: Equivalent to graduation from an accredited four-year college or university with major coursework in urban planning, community development, business or public administration or a related field. Possession of a Master's degree in either city planning or public administration with emphasis in city planning is highly desirable.

Assistant Planner: No directly related professional experience is required but related internship experience is desirable.

Associate Planner: Two (2) years of professional experience in planning, zoning and related community development activities, equivalent to the Assistant Planner at the City of Rocklin.

**License:**

- Valid California Class C driver's license with satisfactory driving record.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect City development sites, perform field reviews, and walk on undeveloped, uneven terrain; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment.

Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 20 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work various shifts on evenings, weekends and holidays. May be required to attend off-hour meetings.

*Adopted: July, 2007*

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.