

## **ASSISTANT PLANNER**

### **DEFINITION**

The Assistant Planner performs activities related to review and processing development applications, including the preparation of written and oral reports and recommendations to the Architectural and Site Review Committee, Planning Commission, and City Council. The Assistant Planner performs site design reviews, interacts with applicants and the public, and coordinates review by other departments and agencies. Under direction, the Assistant Planner also researches, prepares and carries out comprehensive, professional activities related to special studies and area plans, zoning ordinance/map amendments, elements of the General Plan and Local Coastal Program, environmental analysis pursuant to the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA), affordable housing programs, code enforcement, historical preservation activities, general research, analysis, data gathering, and performs other related tasks as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

- Reports to the Senior Planner
- This classification does not supervise other City staff
- Bargaining Unit: Association of Capitola Employees

### **DISTINGUISHING CHARACTERISTICS**

The Assistant Planner is an entry-level classification responsible for carrying out a variety of professional level land use planning and community development activities. The Assistant Planner is distinguished from the Associate Planner in that the latter operates with greater independence and performs journey-level planning and community development assignments characterized by increased complexity and controversy.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** *(may include, but are not limited to:)*

Assist applicants and the public with interpretation of development regulations and standards and provide information about the development review process.

Review discretionary permit applications for consistency with the General Plan, Zoning Ordinance, Local Coastal Program, and other applicable local, state, and federal regulations.

Prepare staff reports and present community development matters to the Architectural and Site Review Committee, Planning Commission, City Council, and other committees and groups as assigned.

Provide technical advice to other departments and the public on planning, land use and zoning matters.

Coordinate planning activities of the City with other government jurisdictions.

Prepare memos, correspondence, reports, maps, graphic illustrations and public hearing notices.

Enforce policies and procedures of the Zoning Ordinance, Subdivision Ordinance, General Plan, California Environmental Quality Act and Coastal Zone regulations.

Update various planning materials such as the Housing and Noise Elements of the General Plan.

Prepare ordinance, policy, and guideline amendments.

Perform research in and prepares studies of the city population, growth and development patterns.

Develop, writes and implements various grant applications including the Community Development Block Grant (C.D.B.G.) program.

Assist with the administration of local, state, and federal affordable housing programs.

Maintain budget information and records for grant projects.

Review building permit applications for conformance with the various ordinances and planning regulations.

Perform final inspections of projects to determine conformance with planning requirements.

Perform other related duties as assigned.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Principles and practices of urban planning.
- Environmental analysis procedures under the California Environmental Quality Act (CEQA) and/or the National Environmental Policy Act (NEPA).
- Sources of information related to urban growth and development.
- Laws, codes and ordinances governing general plans, environmental matters, zoning and land use.
- The community, its history and the desires of the citizenry concerning the appearance and environment of the city.
- Office practices, methods and equipment, including using a computer for word processing and spreadsheets.
- Methods of statistical collection and tabulation and research.

Ability to:

- Interpret planning and zoning programs for the public.
- Read and interpret maps, sketches, drawings, specifications and technical manuals.
- Apply land use regulations to development proposals.
- Identify, coordinate and assist in resolving divergent interests in land use policy.
- Work cooperatively with the Community Development Director, City Manager, City policy making bodies, other departments and agencies and the general public.
- Understand design concepts, techniques and methods.
- Adjust standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate.
- Participate in the establishment of section, division, and/or department goals, objectives and methods for evaluating achievement and performance levels.
- Communicate clearly and concisely, both orally and in writing.
- Follow written and oral directions.
- Work independently, as well as in a team context.
- Observe safety principles and work in a safe manner.
- Establish and maintain effective working relationships with representatives of community organizations, private landowners, state, federal, and local agencies and associations, City staff, the general public and other stakeholders.

### **OTHER REQUIREMENTS**

Willingness to work occasional evenings and weekends, as assigned. Willingness to attend off-site meetings and training sessions, as required.

## **EDUCATION AND EXPERIENCE**

Any combination of education and experience that provides the above knowledge, skills, and abilities combined with any required licenses or certificates is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

1. Bachelor's degree in urban planning, public administration, environmental studies, geography, or a related degree; and
2. Possession and continued maintenance of a valid California class C driver's license and a safe driving record.

## **ENVIRONMENTAL AND WORKING CONDITIONS**

Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. The position also requires near, far and color vision when collecting and analyzing samples. The need to lift, carry, and push tools, equipment and supplies weighing 25 pounds is also required. The incumbent may be required to occasionally work evenings and weekends. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective: October 2013