



## CITY OF ORINDA

### ASSISTANT PLANNER ASSOCIATE PLANNER

#### **DEFINITION**

Under general supervision (Assistant Planner) or direction (Associate Planner), to perform professional level work in the field of current and/or advance planning; to conduct zoning and code enforcement; to provide information and assistance to developers and the public on planning related matters; and to provide highly technical and responsible support to the Director of Community Development.

#### **DISTINGUISHING CHARACTERISTICS**

**Assistant Planner**--This is the entry level in the professional Planner class series. Positions at this level usually perform most of the duties required of the positions at the Associate Planner level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Assignments require the application of fundamental planning principles. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

**Associate Planner**--This is the full journey level in the professional Planner class series. Positions at this level are distinguished from the Assistant Planner level by the performance of the full range of duties as assigned including responsibility for the application of professional knowledge and skills to various municipal planning problems and projects. Responsibilities include the preparation of specific reports and plans with opportunity for working independently and exercising judgment and initiative. Positions 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 of the work unit. Positions in this class series are flexibly staffed and positions at the Associate Planner level are normally filled by advancement from the Assistant Planner level with three years of experience and successful performance reviews. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Associate Planner level.

#### **SUPERVISION EXERCISED**

##### **Assistant Planner**

Exercises no supervision.

**Associate Planner**

May exercise technical and functional supervision over lower level staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Conduct technical research; gather, interpret, analyze, and prepare data for studies; prepare reports and recommendations for drafting or revising local legislation and plans; project trends; monitor socio-economic data; make presentations to City boards, commissions, and committees.

Provide technical and professional advice to architects, engineers, contractors, developers, community groups, public officials, decision makers, and the general public regarding land use applications, ordinances, codes, plans, policies, regulations, programs, and services.

Assist in the development and implementation of growth management, land use, economic development, utility, transportation, facilities, solid waste, or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.

Prepare planning reports, presentations, and supporting data, including recommendations on various land use proposals; make written and oral reports and presentations to City boards, commissions, and committees.

Evaluate land use applications and site plans for compliance with applicable local, State, or Federal laws; prepare reports and related data.

Evaluate land use proposals for conformity to established plans and ordinances; evaluate proposals' development impact as they relate to the adopted plans of the City; make recommendations.

Evaluate project's environmental impacts pursuant to CEQA; prepare CEQA documents and recommend mitigation measures to reduce adverse impacts of development; enforce mitigation monitoring and compliance.

Update City zoning and environmental sensitivity maps and maintain the database of information for planning purposes.

Provide staff support to the Planning Commission and Historical Landmark Committee.

Prepare graphics and maps for a variety of reports, plans, grant applications, publications, or meetings.

Provide general zoning, building, and related code information and application forms to

permit applicants and the general public; provide guidance in filling out various permit applications and forms; ensure that applicants understand the permitting process and the necessary information and attachments required to submit an accurate and complete application.

Process permit applications by accepting the application, checking for accuracy and completeness, reviewing plans for code compliance, calculating fees, routing to appropriate review staff, monitoring application progress for status reports, and approving plans and permits for issuance.

Perform site visits and field inspections to assess or verify site and project conditions and compliance with conditions of approval, zoning regulations, construction plans, and code compliance enforcement.

Prepare City initial environmental review documents for projects dealing with complex issues on biological and archaeological resource impacts, traffic impacts, contaminated soils, noise impacts, and neighborhood controversy.

Coordinate planning activities with other City departments and with outside agencies.

Participate in the work of professional and technical employees including data collection, analysis, plan formulation, and implementation of a wide variety of planning, zoning, and environmental review activities.

Maintain detailed socio-economic data and other relevant statistics.

Perform inspections for projects for compliance with approved Plans and other City requirements and/or ordinances.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Assistant Planner**

#### **Knowledge of:**

Principles and practices of urban planning and development.

California Environmental Quality Act (CEQA).

GIS principles and concepts.

Recent developments, current literature, sources of information, and research techniques related to the field of urban planning.

Modern office methods, practices, procedures, and related equipment.

Mathematical principles.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Learn pertinent Federal, State, and local laws, codes, and regulations.

Learn the City zoning and code enforcement regulations.

Analyze and compile technical and statistical information and prepare routine reports.

Prepare basic planning graphics including site plans and land use maps.

Read and interpret construction drawings.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

One year of directly related municipal planning experience is desirable.

**Training:**

Bachelor's degree from an accredited college or university with major course work in urban planning or a related field.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to travel to different sites and locations.

**Associate Planner**

In addition to the qualifications for Assistant Planner:

**Knowledge of:**

Pertinent Federal, State, and local laws, codes, and regulations pertaining to general plans, housing, zoning, subdivision, building and construction, real estate, and redevelopment.

City zoning and code enforcement regulations.

Statistical principles.

Architectural styles, history, and design philosophies.

**Ability to:**

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to planning programs and functions.

Analyze and compile technical and statistical information and prepare detailed technical reports and recommendations.

Check building plans for conformance with land use, architectural and zoning regulations, and suggest changes to achieve compliance.

Interpret planning and zoning programs to the general public.

Perform professional planning work with a minimum of supervision.

Manage project development and implementation.

**Minimum Qualifications:**

**Experience:**

Three years of professional planning experience.

**Training:**

Bachelor's degree from an accredited college or university with major course work in urban planning or a related field.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to travel to different sites and locations.

**Employee Group:** Teamsters Local 856  
**FLSA Status:** Non-Exempt  
**Revised:** November 2002