

ASSISTANT PLANNER

DEFINITION

Performs responsible office and field work involving planning, zoning, and land use; provides staff support to Planning Advisory Committees, the Planning Commission, and the Board of Supervisors; reviews, assesses, and prepares reports concerning current application proposals and recommends necessary modification for compliance with California Environmental Quality Act, California statutes, County plans, ordinances, and policies; prepares plans, reports, technical documents, and ordinances; performs varied Geographic Information Systems (GIS) work; and provides credible, accurate assistance to departmental clients. Employees in this classification receive close supervision within a framework of well-defined policies and procedures. Employees learn and perform routine office and field duties associated with the Planning Department. Employees are given an increasing scope of responsibility and authority making recommendations within the range of basic functions and responsibilities commensurate with the duties associated with this position, but are subject to supervisory review before implementing recommendations.

SUPERVISION RECEIVED AND EXERCISED

This position receives general supervision from the Senior Planner or Deputy Planning Director and Planning Director.

EXAMPLES OF ESSENTIAL FUNCTIONS

Reviews, assesses, recommends, and reports on current planning and permit planning project applications.

Prepares staff reports, basic environmental reports, and other documents.

Presents project staff reports and environmental review recommendations to various Planning Advisory Committees, the Planning Commission, and Board of Supervisors.

Accurately and credibly answers inquiries by departmental clients regarding application procedures, requirements, and the scope of policies and regulations associated with the use of land.

Prepares correspondence, public hearing notices, and all associated reports and documents concerning assigned projects.

Conducts meetings with departmental clients regarding recommended conditions and application processing.

Conducts field reviews and prepares necessary documents in compliance with CEQA and County Environmental Review Process.

Performs site inspections on various planning projects and programs.

Accurately and credibly explains County codes related to planning, zoning, and land use matters.

Reviews building permits for compliance with zoning ordinance.

Reviews creation of the parcel for compliance with the Subdivision Map Act and County Subdivision Ordinance.

Provides assistance and support to other staff members for the preparation of Environmental Impact Reports, specific plans, area plans, or other projects on which support is needed.

May be temporarily assigned to the County of Mariposa Local Agency Formation Commission.

May perform routine tasks and assignments associated with Geographic Information Systems (GIS) by editing data and map creation.

Responds to complaints of regulatory violations associated with planning matters and prepares necessary investigation, evidence collection, correspondence, and reports to resolve a violation; works with other personnel as assigned in these matters.

Prepares other reports or completes projects as assigned.

Coordinates with other County, State and Federal agencies regarding the review of projects.

Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

Basic principles of planning and land use.

Basic principles of compiling data using Geographic Information Systems (GIS).

Working knowledge of the California State Planning and Land Use Act, the California Environmental Quality Act and its Guidelines, and County Plans, ordinances, policies, and regulations adopted pursuant to these laws.

Basic knowledge of the US Constitution and Federal laws and regulations affecting local land use controls, an understanding of the National Environmental Policy Act, California's Surface Mining and Reclamation Act, and seminal court decisions affecting interpretation of planning and land use regulations.

A basic understanding of local environmental, topographic, hydrologic, and climatic conditions.

Appropriate techniques for environmental analysis.

Basic principles, accepted practices, and techniques of planning.

Current and historic trends in Federal, State and local planning.

Ability to:

Learn the methods, practices, and procedures used in current or advanced planning.

Use appropriate computer software in the preparation of presentations, reports, graphics, displays, and maps.

Carry out the Departmental and County missions.

Learn the applicable State, Federal, and County planning laws, codes and regulations, and impacts of court decisions.

Learn to make clear, credible, and accurate presentations to various advisory groups, commissions and boards.

Understand and execute both oral and written instructions in a timely and accurate manner.

Communicate effectively in both oral and written forms.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Collect and record technical planning data quickly and accurately.

Read and understand site plans, grading plans, landscape plans, and architectural elevations.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and construction hazards, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, fumes, dusts, skin irritants, working at heights.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; traverse uneven terrain; lift and/or move light weights; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Experience:

None required. Some experience in Geographic Information Systems (GIS) software applications, data editing, map creation, and knowledge of geographic principals is desirable.

Education:

High school diploma or GED equivalency is required. Graduation from an accredited four-year college or university, with major course work in planning, architecture, landscape architecture, environmental studies, or directly related courses.

Substitution:

Four years of qualifying experience performing duties of essential functions as described in this class specification may be substituted for the college education.

Additional Requirements:

Possession of a valid California Driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all- inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation Date: 12/04 (B/S 04-545, 546)

Revision Date: 02/06 (B/S Res. 06-73); 04/13 (B/S Res. 13-158); 05/13 (B/S Res. 13-208)