Date Adopted: 6/13/06

Revised: 7/2/12

# CITY OF GLENDORA ASSISTANT PLANNER ASSOCIATE PLANNER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <u>not</u> intended to reflect all duties performed within the job.

### **DEFINITION**

Under general supervision, performs professional current or long range planning work; performs related duties as required.

### **CLASS CHARACTERISTICS**

Assistant Planner: This is the entry level class in the professional planning series. This class is distinguished from the Associate Planner by the performance of the more routine tasks and duties assigned to this position in the fields of current or advanced planning which requires the application of fundamental planning principles. Assignments are generally moderately difficult in scope and work is usually supervised while in progress; however as experience is acquired, the incumbent is assigned more difficult and complex duties.

Associate Planner: This is the journey level class in the professional planning series. Positions at this level are distinguished from the Assistant Planner by the performance of the full range of duties as assigned, working independently and applying well developed planning knowledge. 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.

#### **ESSENTIAL JOB FUNCTIONS**

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

- 1. Conducts assignments involving current and long range planning projects; confers with applicants and agency representatives to identify problems; evaluates data and proposes methods to resolve conflicting issues of plan implementation, zoning requirements, and environmental impact. (a through k)
- 2. Evaluates current development projects by detailed review of plans for architectural, zoning and general plan requirements; performs field surveys to identify problems and upon completion of projects to ensure conformance with applicable requirements, discusses recommendations with builders, developers, architects, and real estate professionals. (a through I)

- 3. Contributes to the review and revision of local ordinances; conducts research; prepares planning reports including staff reports, EIR'S, negative declarations and special studies. (a through k)
- 4. Confers and advises architects, engineers, attorneys, developers, and the general public regarding City development procedures and processes. (a c d e f h)
- 5. Responds to inquiries, both orally and in writing; applies planning policies, state laws and local ordinances, or explains procedures; provides assistance to the Planning Commission, City Council, and other committees and commissions; attends Planning Commission meetings; prepares staff reports including graphic presentations; make presentations to the Planning Commission, City Council and other committees. (a c d e f j k)
- 6. Coordinates planning activities, special studies, and reports with consultants, other departments, state, county, and federal agencies; schedules project review committee meetings to solicit preliminary review comments from affected departments. (a c d e f)
- 7. Reviews business licenses for compliance with zoning; negotiates contracts and prepares agreements; monitors contract provisions; coordinates financing provisions with the Finance Department; ensures compliance with applicable laws. (a through k)
- 8. May have lead supervision over interns, professionals, and technicians. (a d)

#### REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- a. Communicate clearly and concisely, both orally and in writing.
- b. Keep accurate records.
- c. Analyze data and information and draw logical conclusions.
- d. Communicate effectively with a variety of personnel and establish/maintain effective working relationships.
- e. Prepare graphic exhibits.
- f. Interpret and apply rules, regulations, legislation and policies.
- g. Understand and follow verbal and written directions.
- h. Work independently.
- i. Perform mathematical computations.

- j. Operate a computer and use a variety of computer software.
- k. Write reports and make presentations.
- I. Conduct field inspections and ensure compliance with regulations.

#### MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

#### **QUALIFICATIONS GUIDELINES**

<u>Education and/or Experience</u> Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

A Bachelor's degree or equivalent with major work in planning, architecture, environmental design, landscape architecture, or a related field and two years of related work experience.

## Knowledge and Skill Levels

Considerable knowledge of the principles and practices of planning; related state and federal laws, ordinances, rules and regulations; the California Environmental Quality Act; Subdivision Map Act; site planning and architectural review; building and engineering principals; ability to read plans and maps including grading plans.

#### Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

<u>Environment:</u> Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

<u>Physical:</u> Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

<u>Vision:</u> See in the normal visual range with or without correction.

<u>Hearing:</u> Hear in the normal audio range with or without correction.

Revised by Johnson & Associates LLC June, 2006

Employee Association: Glendora Municipal Employees Association (GMEA)