



JOB DESCRIPTION

ASSISTANT PLANNER

DEFINITION

Under general supervision of the Director of Planning and Community Development, performs basic entry level planning and zoning related functions, and other duties as assigned.

EXAMPLES OF DUTIES These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title. E=Essential Duty; M=Major Portion of time

- Provides information to the public regarding the General Plan, zoning, application procedures, and current projects, etc. at the front counter, over the telephone and via email. (E)
- Presents a positive attitude in carrying out job related responsibilities, and is committed to attaining the skills and knowledge to acquire eligibility for promotion and advancement in the profession. (E)
- Processes planning/development permit applications from start to finish, including conducting analysis, writing reports, and making verbal presentations to decision makers. (M)
- Conducts field investigations related to planning permit applications.
- Works with and provides basic technical support to various boards and commissions. (M)
- Prepares public information materials using various computer software programs. (M)
- Conduct basic zoning code enforcement activities.
- Other duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic State planning and zoning laws.
- Basic land use and environmental planning principals.
- Computer software applications and database management, including Access, Word, Excel, and GIS.

Ability to:

- Read, interpret, apply, and explain related laws, ordinances, rules, regulations, policies, and procedures.
- Read and interpret maps, plans, and legal descriptions.
- Communicate effectively both orally and in writing.
- Perform basic planning project analysis and prepare concise written reports.
- Deal constructively with conflict and develop effective resolutions.
- Work independently while maintaining a high level of productivity.
- Work in a well-organized detail oriented manner.
- Establish and maintain cooperative working relationships.
- Understand and follow verbal and written instructions.
- Operate computer applications and hardware related to the essential and major functions of the job.
- Operate a motor vehicle safely and according to traffic laws and rules.
- Work in extreme weather conditions.
- Perform field work that may be physically demanding.

EXPERIENCE AND EDUCATION

Associates Degree or equivalent from an accredited two-year college or technical school; and one to two years of progressively responsible experience related to the position; or any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid California Class-C Driver License verified by current DMV records obtained upon appointment.