

## JOB DESCRIPTION



### ASSOCIATE PLANNER I OR II (Exempt, Management Position)

#### DEFINITION

Under general direction of the Director of Planning, the Associate Planners I & II perform both current and long-range planning duties, including project review and zoning administration, as well as General Plan implementation; assists the public in matters pertaining to planning in the City of Ukiah; and performs related work 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 or all-encompassing of the duties to be performed under this job title. **(E) Essential Duty; (M) Major Portion of Time**

- Respond to public inquiries received by telephone or personal contact in matters pertaining to planning, zoning, and related policies. (E)
- Interpret and apply the City zoning ordinances in reviewing and analyzing development proposals and in replying to public inquiries. (E)
- Assist the City's Code Enforcement Officer in interpreting the Zoning Code and recognizing and resolving Code violations in the field.
- Process current planning applications, and evaluate plans and projects for code compliance and design considerations. (E)
- Prepare planning reports and develop agenda material for Planning Commission meetings. (E)
- Conduct Initial Studies and prepare basic environmental documents (Exemptions, Negative Declarations, etc.) pursuant to the California Environmental Quality Act (CEQA). (E)
- Conduct land use studies and compile data and information pertaining to planning as needed.
- Collect and record land use data, and prepare base maps, zoning maps, charts, and graphs.
- Develop and implement systems and procedures to ensure the proper processing of permit applications and the issuance of use permits, variances, zone changes, and architectural reviews.
- Perform field work and site visits (occasionally in extreme weather conditions) to fully comprehend, analyze, and document development proposals. (E)
- Make oral presentations to the Planning Commission on a routine basis regarding planning matters and projects, and occasionally address planning issues or projects at City Council meetings. (E)
- Represent the City and its planning policies in the community as required, and prepare reports and correspondence regarding planning matters.
- Assist in supervision of subordinate planning and clerical personnel. (E)
- Act as Chairman of the Project Review Committee in the absence of the Planning Director. (E)
- Represent the Planning Department on various committees. (E)
- Coordinate with other City departments and other governmental agencies on planning issues and projects. (M)
- Other duties as assigned.

#### QUALIFICATIONS

##### Knowledge of:

- Principles and practices of municipal planning, including building, architectural, and site design.
- Applicable Federal, State, and local planning laws and regulations, including CEQA.
- Functions of other governmental agencies involved in the planning process.
- Modern office practices, procedures, equipment (computers), and techniques.

##### Ability to:

- Communicate clearly and concisely.

- Compose planning reports, technical studies, and other planning-related documents with little supervision and editing input from supervisor(s).
- Interpret technical and legal documents related to planning.
- Operate word processing and graphic computer programs.
- Establish and maintain cooperative and productive working relationships with the public and staff.

**Experience:**

Experience as both a current and long-range Planner is highly desirable. Architectural design experience is also highly desirable.

**Associate Planner I:** Three years professional Land Use/Environmental planning experience.

**Associate Planner II:** Four years professional Land Use/Environmental planning experience.

**Education:**

Experience and education equivalent to a Bachelor's Degree, with major course work in Planning, Public Administration, or a closely related field. Graduate degree may substitute for one year of experience.

**Necessary Special Requirement:**

Possession of a Class C California Driver's license.