



## Associate Planner

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

### **SUMMARY DESCRIPTION**

Under general supervision of the Community Development Director, performs a full range of journey level professional duties in support of the Community Development Department's current and advanced planning functions; administers zoning regulations; performs a variety of assignments in the preparation and distribution of planning reports; processes development projects; performs technical reviews of land use and permit applications, environmental impact reports, and environmental statements; provides customer service and serves as a liaison to applicants, developers, consultants, the general public, and outside organizations and agencies regarding City codes, policies, standards, and processes; and provides technical and professional assistance to City committees, commissions, and the City Council.

### **IDENTIFYING CHARACTERISTICS**

The Associate Planner is a journey level Professional Planner. Positions assigned to this class are expected to perform the full range of duties as assigned including developing and preparing moderately complex planning reports, working independently, applying program knowledge, and exercising judgment and initiative while having a great deal of public contact. 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.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Performs professional level duties in the development, implementation, and modification of the City's current and advanced planning and development programs and projects.
2. Performs planning and development review of projects to ensure completeness, consistency, and compliance with all regulations and requirements including City plans and codes.
3. Analyzes proposed subdivision maps and suggests revisions or alternatives for the redesign of a map in order to conform with City standards.
4. Provides customer service and serves as liaison to City staff, applicants, developers, consultants, the general public, and outside organizations and agencies regarding City codes, policies, standards, processes, and requirements over the phone or at the public counter; responds to zoning and land use questions.
5. Provides technical and professional assistance to City committees, commissions, and the City Council; gathers, analyzes, and presents data in the form of written, graphic, or oral reports; provides staffing at meetings; responds to issues and questions as necessary..

6. Provides information or assistance to others engaged in drafting plans, preparing zoning and land use maps, and compiling survey data for reports.
7. Responds to citizen complaints concerning potential violations of City codes and ordinances.
8. Assembles a variety of information and data for the preparation of staff reports and studies.
9. Develops ecological, sociological and statistical data and engages in research preparatory to various phases of planning projects.
10. Plans and makes studies relative to the conservation of natural resources, utilization of land, the proposed development of streets, highways and transportation systems, public services and facilities, public buildings, housing conditions and needs, and procedures to be followed.
11. Provides advice, guidance, and assistance to less experienced personnel performing planning assignments or projects.
12. Performs other related duties as assigned.

### **QUALIFICATIONS**

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

#### **Knowledge of:**

1. Operations, services, and activities of a community planning and development program.
2. Principles and practices of urban planning and land development methods.
3. Development review procedures and requirements.
4. Recent developments, current literature, research methods, and sources of information related to municipal planning, urban growth, and development.
5. Methods and techniques of effective technical report preparation and presentation.
6. Methods and techniques of eliciting community participation in planning and development issues.
7. Modern office procedures, methods, and equipment including computers and supporting software applications.
8. Purposes, policies and procedures of the City's Planning Commission and City Council.
9. Architectural drawing and graphic illustrations.
10. Dispute resolution techniques related to City planning.
11. Pertinent Federal, State, and local laws, codes, and regulations including land use, zoning, environmental, and subdivision laws, rules, and regulations as well as legal and practical applications.

#### **Ability to:**

1. Perform a full range of professional level planning duties involved in participating in the development, implementation, and modification of the City's planning function.
2. Organize, conduct and present major planning research studies.

3. Interpret, analyze, apply, implement, and explain pertinent Federal, State, and local laws, codes, and regulations including City codes and departmental policies and administrative directives.
4. Process development applications and coordinate necessary communication between staff, developer, and other agencies.
5. Conduct research in zoning, land use development, and planning matters.
6. Analyze projects and potential projects for consistency with planning regulations, general planning principles, and architectural quality.
7. Prepare and analyze technical and administrative reports, statements, and correspondence.
8. Effectively present information and respond to questions from groups of managers, council members, committee and commission members, and the general public.
9. Read, analyze, and interpret information from professional journals, technical procedures, or governmental regulations.
10. Read, understand, and evaluate plans, maps, and blueprints.
11. Develop and adhere to project timeliness.
12. Conduct public meetings and reach consensus through application of group process skills.
13. Ensure adherence to Generally Accepted Accounting Principles.
14. Evaluate financial data and provide strategic direction on financial programs.
15. Develop and implement financial procedures and controls.
16. Perform complex accounting and financial analysis.
17. Design and install new and improved financial, general administrative procedure, accounting and record keeping systems.
18. Identify and interpret technical and numerical information.
19. Observe and problem solve operational situations, technical policies and procedures associated with the financial/fiscal administration of city government.
20. Explain regulations and procedures to the general public, representatives of other public agencies and staff.
21. Communicate clearly and concisely, both orally and in writing.
22. Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *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:*

**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting, economics, business administration, or a related field.

**Experience:**

Four years of increasingly responsible experience in public accounting, utility billing management, and fiscal management including three (3) years of supervisory and administrative responsibility.

**License or Certificate:**

Possession of, or ability to obtain by date of appointment, an appropriate driver's license.

**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.*

**Environment:**

Work is performed primarily in a standard office environment with extensive public contact and constant interruptions.

**Physical:**

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:**

See in the normal visual range with or without correction.

**Hearing:**

Hear in the normal audio range with or without correction.

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*Johnson & Associates*

**CITY OF PLACERVILLE**  
**Accounting Supervisor**