

***CLASS SPECIFICATION  
ASSISTANT PLANNER***

**JOB PURPOSE**

Under direction, perform beginning professional level planning work including review of development proposals for consistency with City codes, research and prepare environmental assessment and staff reports; explain and interpret planning ordinances and policies to developers and the public; and to do related work as required.

**EXAMPLES OF DUTIES**

**Essential Duties:**

- ~ Gathers and evaluates data for various planning studies relating to land use, conservation and development, transportation, economics and housing.
- ~ Responds to personal and telephone inquiries from the public regarding zoning, annexation, use permits, variances and relate land use matters.
- ~ Reviews building permits and business license applications for conformance with City codes.
- ~ Responds to citizen complaints and pursues zoning violations.
- ~ Assists in the processing of development projects.
- ~ Assists in the study and approval of tentative subdivision plans in accordance with established ordinances and laws.
- ~ Makes field trips and investigations pertaining to planning projects.
- ~ Prepares and assembles maps, tables, charts, and reports on planning projects.
- ~ Prepares graphic presentations.
- ~ Conducts special research projects.
- ~ Assists and/or reviews applications scheduled for Planning Commission or other meetings and prepares staff reports and recommendations and makes oral presentations at public meetings.

**Marginal Duties:**

- ~ Assists in preparation of agendas for Planning Commission.
- ~ Prepares and post notices of public hearings before the Planning Commission and other appropriate public review bodies.
- ~ Performs related work as required.

**EMPLOYMENT STANDARDS**

**Education, Experience and Licenses:** Any combination equivalent to a Bachelor's degree in planning or related field, some experience in current municipal planning, preferably in a California city; possession of a valid California motor vehicle operator's license.

***Ability to:*** Write clear, concise reports; exercise good judgment and tact; reason and learn new techniques and equipment, such as computer hardware and software; follow oral and written instructions; collect, assemble, analyze, interpret and apply data to various planning projects; prepare statistical or other technical reports; prepare maps, charts, and other graphic material for effective presentations; establish and maintain effective working relationships with the public, City staff, City Council and City advisory boards; plan own work independently and meet established deadlines; and interpret economic, sociological and statistical data.

***Knowledge of:*** Statistical research techniques and procedures; principles and practices of governmental planning and zoning administration and of their sociological implications; communication techniques for gathering, evaluating and conveying information; state and local laws affecting planning; and proper English grammar and usage.

*CITY COUNCIL APPROVAL DATE:* September 29, 1987