

CITY OF SCOTTS VALLEY

***CLASS SPECIFICATION
ASSOCIATE PLANNER***

JOB PURPOSE

Under direction, perform comprehensive, professional planning duties; to review development proposals for consistency with City Codes; to do research and prepare environmental assessment and staff reports for the Planning Commission and City Council; 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 related land use matters.
- ~ Reviews building permit and business license applications for conformance with City codes.
- ~ Responds to citizen complaints and pursues zoning violations.
- ~ Reviews applications scheduled for Planning Commission or other meetings and prepares staff reports and recommendations and makes oral presentations at public meetings.
- ~ 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.

Marginal Duties:

- ~ Prepares 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 and considerable experience in municipal current 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; learn new techniques and equipment, such as computer hardware and software; read, comprehend and apply moderately complex documents; 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; speak effectively in making presentations to staff and the public; 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: November 11, 1986