

## **CITY OF EMERYVILLE/MESA**

**TITLE:** ASSISTANT PLANNER  
**FLSA STATUS:** NON-EXEMPT  
**Job Code:** 1501  
**CREATED:** JULY 2008

### **DEFINITION**

Under general supervision performs professional municipal planning work, including the conduct of planning studies, the collection and presentation of data and the preparation of reports; performs related work as assigned.

### **CLASS CHARACTERISTICS**

The Assistant Planner is an entry-level professional class responsible for providing general assistance to higher level planners in the areas of research, data collection and preparation of reports, as well as conducting independent planning assignments. Initially work is performed under close supervision. Incumbents are expected to become increasingly more knowledgeable and progressively able to carry out assignments with increasing independence. This class differs from that of Associate Planner in that the latter performs more complex planning studies and broader professional assignments independent of close supervision.

### **EXAMPLES OF DUTIES**

1. Provides information and assistance to developers, property owners, contractors, architects, and the general public regarding the Emeryville General Plan, Zoning Ordinance, other planning regulations, with respect to the submission of plans, processing of applications, and the implementation of requirements.
2. Reviews building permit plans for conformance with planning requirements, and approves such plans on behalf of the Planning Division with notations for revisions as appropriate.
3. Reviews applications for business licenses to determine whether applicable planning requirements are met; if so, approves application on behalf of Planning Division; if not, advises applicant of procedures for obtaining planning approval.
4. Reviews, investigates, and processes various plans and applications for residential, office, and commercial developments; processes use permit, design review, variance, and subdivision applications; determines conformity with laws, policies, regulations, and procedures, including field trips as necessary; recommends actions, identifies problems and alternatives.
5. In consultation with the Planning Director, processes, makes decisions, and issues decision letters on "minor", design review, sign, and subdivision applications.
6. Prepares staff reports and makes presentations to the Planning Commission and City Council regarding less complex "major" planning applications.

7. Conducts initial environmental analysis under the California Environmental Quality Act (CEQA) for development projects; determines the level of environmental review required; participates in the drafting and implementation of mitigation measures and monitoring programs; works with consultants in preparation of Negative Declarations, Mitigated Negative Declarations, and Environmental Impact Reports.
8. Assists with the planning, organizing, and conduct of research and preparation of reports and recommendations regarding land use, urban design, zoning, population trends, transportation, and community service needs; provides professional and technical assistance to the Associate Planner and Senior Planner.
9. Assists with the review, development, revision and maintenance of the various elements of the General Plan and related long-range planning studies, plans, and programs.
10. Prepares a variety of written communications, including analytical reports, commentaries, correspondence, and drafts of proposed revisions to ordinances, policies, and procedures; prepares maps, graphs, charts and other visual aids to illustrate planning issues; develops and prepares materials for pamphlets, brochures and publications.
11. Confers with and makes presentations to community groups, other government organizations, other City departments, advisory boards, and other formal and informal groups; ensures timely notification of appropriate parties.
12. Assists and coordinates activities with other City departments and outside agencies.
13. Assists in administration of the cost recovery program.
14. Creates or assists in the development of electronic logs and/or computerized permit tracking systems of planning applications, permits, and other planning documents; ensures that planning application forms and related information is kept updated on the City's website.
15. Performs related duties as assigned.

## **QUALIFICATIONS**

**Knowledge of** basic municipal planning principles and practices, public administration and municipal government operations; and basic mathematics and statistical methods; methods for implementation of zoning and other municipal ordinances; application of land use, physical design, economic, environmental and social concepts to the planning process; techniques of developing information for General Plan modifications; terminology, symbols, methods and instruments used in planning and map drafting; and local government organization and the functions and practices of a municipal planning unit.

**Ability to** compile, analyze and evaluate data related to planning; prepare clear and concise summaries, reports, maps and graphs; learn, interpret and apply State, Federal and local laws and regulations related to planning; effectively perform assigned duties and responsibilities; apply the use of computer word processing, spreadsheets, database, and mapping/graphics functions; read and interpret maps, building plans and specifications; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; communicate effectively and establish and maintain effective working relationships with employees and the general public.

**Skill in** researching, analyzing and summarizing planning data into draft and final report formats; working under deadlines; making persuasive presentation of ideas; preparing clear, concise and complete technical documentation and reports; exercising sound independent judgment within established guidelines; establishing and maintaining effective working relationships with those contacted in the course of the work. Utilizing computer applications related to plans, specifications, graphs and statistical data, including standard PC software and database systems; and utilizing Geographical Information Systems (GIS) is highly desirable

### **EXPERIENCE AND EDUCATION:**

Any combination of education and experience that will likely produce the knowledge, skills and abilities required for the positions is qualifying. A typical way of qualifying is:

#### **Education:**

Equivalent to Bachelor's Degree from an accredited college or university with major work in city or regional planning, urban planning, architecture, urban design, or a closely related field.

#### **Licenses/Certificates:**

Possession of a valid California Driver's license with a satisfactory driving record OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties. Certification by the American Institute of Certified Planners (AICP) is desirable but not required.

#### **Special Requirements:**

Must be able to attend evening and weekend meetings as required. Eyesight sufficient to read data, memos, plans, working drawings, computer screens, vouchers; manual dexterity to operate a personal computer, typewriter or word processor; ability to sit for extended periods; ability to lift and carry objects weighing up to 20 pounds, stand, walk, bend, reach above and below shoulders, and work occasional long hours, including evening and weekend hours.