

CITY OF EMERYVILLE

Revised: March 2004
Retitled: **ASSOCIATE PLANNER (previously CITY PLANNER)**
FLSA Status: Non-Exempt
Job Code: 1500

DEFINITION:

Under the direction of the Planning and Building Director and project lead of the Senior Planner, the Associate Planner performs professional city planning work in the development, administration, and enforcement of the City's current and long-range plans and related laws, regulations, and guidelines, including the Zoning Ordinance, General Plan, California Environmental Quality Act and Subdivision Map Act. Incumbents conduct planning studies, collect and present data and prepare reports; and perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the journey-level class in the professional Planner series. Incumbents independently perform professional planning assignments with limited supervision. This class differs from Senior Planner in that the latter is the specialist or lead level of the series, exercising a higher degree of independent judgment on diverse and specialized assignments with a greater degree of accountability and on-going decision-making.

EXAMPLES OF DUTIES: The examples of duties listed below are illustrative only. They are not meant to be an exhaustive list of all duties and responsibilities required of the classifications.

1. Plans and conducts research studies, and collects and analyzes data regarding current and long-range planning issues such as land use, transportation, urban design, population, housing, economic development, and community service needs.
2. Reviews, investigates, and processes applications for planning permits including conditional use permits, design review, variances, planned unit developments, re-zonings, and subdivisions.
3. Conducts field investigations of current planning applications and long-range planning issues.
4. Prepares, reviews, and processes environmental documents under the California Environmental Quality Act, including Initial Studies, Negative Declarations, Mitigated Negative Declarations, and Environmental Impact Reports.
5. Prepares a variety of written communications, including analytical reports, correspondence, commentary, tabulations and summaries, and drafts of revisions to local ordinances, policies, and procedures.
6. Prepares staff reports to the Planning Commission and City Council concerning current planning applications and long-range planning issues, with recommendations, findings, and conditions of approval.
7. Prepares maps, graphs, charts, and other visual aids to illustrate planning studies and concepts; develops and prepares materials for pamphlets, brochures, and publications.
8. Makes oral presentations to the Planning Commission, City Council, other boards and committees, community groups, boards of other governmental agencies, and others.
9. Meets with and provides assistance to developers, property owners, community organizations, and other groups and individuals regarding planning concepts and the planning process, including application requirements, applicable zoning regulations and other policies and standards, and conflict resolution.
10. Provides staff support to various City boards and committees, including meeting scheduling, preparation of agendas and meeting materials, facilitating discussion, taking minutes, making presentations, and timely notification of appropriate parties.
11. Prepares requests for proposals, participates in consultant selection, develop and reviews scopes of service, monitors and coordinates consultant activity.

12. Uses computers and software programs for various technical planning projects and studies.
13. May instruct others in work procedures and may provide direction to others on a project basis.
14. Performs related work as assigned.

QUALIFICATIONS:

Knowledge of principles, standards, practices, procedures, information sources, and trends in the field of city planning; planning concepts such as land use, urban design, transportation, housing, demographics, environmental issues, social issues, economics, and real estate development; laws, ordinances and regulations governing planning in California, including the State Planning and Zoning Law, Subdivision Map Act, and California Environmental Quality Act; implementation of zoning, subdivision, environmental review, and other related municipal ordinances; mathematical concepts, including statistical analysis and techniques for gathering and analyzing data related to the planning process; graphics methods and techniques used in plan and map drafting; local government organization and the functions and practices of a municipal planning unit; methods and practices of community organization and citizen participation in planning activities.

Ability to understand and apply those aspects of federal, state, and local laws, regulations, policies, procedures and standards pertaining to the planning process; interpret maps, site and building plans and specifications, graphs and statistical data, aerial photographs, and other graphic and technical information; prepare clear, concise and complete technical documents, reports, correspondence and other written materials; make clear and persuasive oral presentations of ideas and recommendations; research, analyze, summarize, and present technical statistical and related information pertaining to planning and zoning issues; prepare clear visual displays, such as maps, graphs, and illustrations; instruct others in work procedures and provide specific project direction; provide services to the public in a courteous and effective manner; use a personal computer effectively, including word processing, spreadsheet, and data base programs, the Internet, e-mail, and other relevant applications; understand and relate to others the concepts, aims and principles current and long-range planning; exercise sound independent judgment within established guidelines; establish and maintain effective working relationships with those contacted in the course of work.

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 Master's Degree from an accredited college or university with major work in city or regional planning, architecture, landscape architecture, urban design, or a closely related field, and

Experience: Two years of professional planning experience at a level equivalent to that of an entry level Planner. Progressively responsible related experience may be substituted for the college course work on a year-for-year basis, with a maximum of two years substitution.

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.

Special Requirements:

Must be able to attend evening meetings and make site visits, as required. Eyesight sufficient to read data, memos, plans, working drawings, computer screens, vouchers; manual dexterity to operate a personal computer and other office equipment; 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