

**CITY OF MADERA**  
**ASSISTANT PLANNER**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under general supervision, performs more routine and less complex professional land use and urban planning work; assists in current and/or long range planning projects; assists with implementation of the general plan and related issues; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The **Assistant Planner** is the entry level class in the professional planning series and is responsible for providing assistance to higher level staff in the areas of research, data collection and report preparation. As experience is gained, assignments become more diversified and are performed under more general supervision. This classification is distinguished from the next higher classification of Associate Planner by the performance of less complex planning functions.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Planning Manager, or designee.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Assists with planning, organizing and conducting research studies; prepares reports and recommendations regarding land use, zoning, urban design, population trends, transportation, community needs, housing and environmental issues; provides professional and technical assistance to higher level planning professionals.
- Maintains, updates and analyzes demographic and other data required for community planning; participates in the review, development, revision and maintenance of general plan elements, environmental impact reports, plans, ordinances and other policies and procedures; prepares maps, graphs, charts and other visual aids to illustrate planning issues; develops and prepares materials for pamphlets, brochures and publications.
- Assists in the review and processing of various plans and applications for subdivision, housing and commercial developments; reviews and processes variances, use permits and business licenses; determines conformity with laws, regulations, policies and procedures; recommends approval, identifies problems and analyzes alternatives; performs field checks on completed projects.
- Provides information and assistance to developers, property owners and the public regarding laws, regulations, standards, policies and procedures related to the submission of plans, processing of applications and implementation requirements; responds to complaints of zoning code violations.

## ASSISTANT PLANNER

Page 2

- Assists in the preparation of meeting agendas for various commissions, boards and community groups; organizes meetings and work sessions ensuring timely notification of appropriate parties; assists in presentations and preparation of material for the City Council, commissions, boards and community groups.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### **WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and face-to-face service. Additionally, the incumbent in this position works outdoors in all weather conditions including wet, hot and cold. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Assistant Planner** may be considered qualifying. A typical way of obtaining the required qualifications is to possess a Bachelor's degree in city or regional planning or a related field.

#### **License/Certificate:**

Possession of, or ability to obtain a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

#### **Knowledge of:**

Modern principles, practices and techniques of current and advanced planning; land use, physical design, demographic, environmental, economic and social concepts as applied to municipal planning; applicable federal, state and local laws, codes and regulations; modern office practices, methods and equipment, including a computer and applicable software.

#### **Ability to:**

Apply policies, procedures and standards pertaining to the planning process under decreasing degrees of supervision; interpret maps, site and building plans and specifications, graphs and statistical data; exercise sound independent judgment within established guidelines and supervisory direction; learn, understand and apply applicable laws, codes and regulations, including the City Municipal Code, C.E.Q.A. and California laws relating to subdivisions,

annexations, zoning and land use; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications.