

## CITY OF MADERA

### ASSOCIATE 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 direction, performs professional land use and urban planning work including current and long range planning and implementation of the City's General Plan; reviews complex zoning and development applications; coordinates special projects; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Associate Planner** is the journey level class in the professional planning series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents in this position work independently in the research and analysis of planning issues, and preparation of planning reports, studies and recommendations. This classification is distinguished from the next higher classification of Senior Planner in that the latter is responsible for the more complex and difficult duties within the unit, and may exercise supervision over assigned project staff.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives direction from the Planning Manager or Senior Planner, and may occasionally exercise technical and functional supervision over professional, technical and office support staff.

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

- Plans, organizes and conducts research studies; prepares reports and recommendations regarding land use, zoning, urban design, population trends, transportation, community needs, housing and environmental issues; recommends the use of land for residential, commercial, industrial and community uses.
- 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.
- Reviews and processes 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; conducts project site checks.
- 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; investigates and responds to complaints of zoning

## ASSOCIATE PLANNER

Page 2

code violations; conducts hearings for the Director of Community Development/City Engineer as delegated.

- Coordinates preparation of meeting agendas for various commissions, boards and community groups, including reviewing draft materials and preparing comments; organizes meetings and work sessions ensuring timely notification of appropriate parties; makes presentations and prepares material for the City Council, commissions, boards and community groups.
- Performs a wide range of staff assignments for the City Planning Commission; may provide work coordination and project direction for other planning personnel.
- 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 both 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 **Associate Planner**. A typical way of obtaining the required qualifications is to possess two years of increasingly responsible experience in urban planning, and 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 KSA'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 including the City Municipal Code, C.E.Q.A. and California laws relating to subdivisions, annexations, zoning and land use; statistical methods and research techniques applicable to the preparation of municipal

planning studies; modern office practices, methods and equipment, including a computer and applicable software.

**Ability to:**

Apply policies, procedures and standards pertaining to the municipal planning process; interpret maps, site and building plans and specifications, graphs and statistical data; exercise sound independent judgment; interpret and apply applicable laws, codes and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications including graphic and presentation programs.