ASSISTANT PLANNER

DEFINITION
Under close supervision, provides planning, zoning and development information to the public; compiles and reviews planning data, and conducts site inspections and field surveys related to proposed development or other planning projects.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and/or may be required to perform additional, position-specific duties.

TASKS:
- Performs customer service functions that include assistance related to the review, filing, or issuance of over-the-counter permits, approvals, and development entitlement applications;
- Conducts site inspections for development projects, performs field surveys, compiles, reviews, and assesses data related to the preparation of required planning documents, including development standards and zoning regulations, and environmental documents;
- Prepares and disburses required legal and environmental notices;
- Organizes and presents project staff reports to the Planning Commission;
- Assists in gathering, designing and presenting data in the form of graphic, digital, oral, or written reports;
- Attends and participates in meetings of the Planning Commission and City Council, as directed.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledge of municipal planning practices and principles, planning, zoning and development regulations and processes and of California Environmental Quality Act (CEQA) requirements combined with the ability to prepare environmental documentation in compliance with CEQA;
- Ability to work within deadlines to complete assigned projects and tasks, to perform field inspections and surveys and document observations and findings in writing, to compile and assess planning data, documents, and reports, and summarized the findings, and to read and interpret graphic development proposals and technical plans such as blueprints, site plans, land use concepts, and base maps
- Skilled in establishing and maintaining positive and productive working relationships with the public, internal and external customers in a professional manner and prioritizing assignments in a fast pace work environment.
- Proficient in the use of a personal computer and other electronic devices and software to include MS Office Suite and other industry related software.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require standing, walking and bending. Incumbents may be exposed to repetitive motion and extensive use of a computer monitor.

QUALIFICATIONS
Bachelor degree in Planning, Urban Planning or closely related field, AND one (1) year experience in planning or zoning OR an equivalent combination of education and experience.