PLANNER

DEFINITION
Under general supervision, advises developers, property owners and the public regarding zoning and development applications.

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 may be required to perform additional, position-specific duties.

ESSENTIAL FUNCTIONS:
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TASKS:
- Advises developers, property owners and the public regarding zoning and development applications;
- Produces and reviews studies, plans and environmental assessments to address the future use of the city’s land resources;
- Receives, inputs and processes applications for special use permits, variances, zone and sign adjustments, site plan reviews, code amendments and other entitlements;
- Implements planning, zoning and development ordinances and regulations;
- Researches planning issues and prepares recommendations for senior planning staff and planning commission;
- Conducts site inspections for case processing and development projects;
- Prepares and compiles technical and statistical information/data for land development;
- Gathers, designs and presents data in the form of illustrative, graphic, oral and/or written reports;
- Attends and participates in public hearings and meetings;
- Prepares a variety of planning reports, articles and correspondence.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:
- Knowledgeable of planning, zoning and permitting guidelines and regulations, long and short range planning techniques and procedures, and of best practice planning, zoning and environmental documentation methods and techniques;
- Skilled in meeting and working with multiple and conflicting deadlines to complete projects and assignments, performing site inspections, the use of graphic instructions such as blueprints, layouts, base maps, or other visual aids and in providing and following oral and written instructions;
- Ability to perform essential duties with little to no immediate supervision;
- Proficient in the use of a personal computer and software package such as MS Office Suite and other industry related software.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, climbing and bending; May be exposed to repetitive motion, vision to monitor, extreme temperatures and weather, moving traffic and construction sites.

QUALIFICATIONS:
Bachelor Degree in Planning, Urban Planning or closely related field, AND three (3) years’ professional experience performing progressively responsible duties in city planning or zoning management. Applicants must possess and maintain a valid California Driver’s License.