

**CLASSIFICATION SPECIFICATION FOR:
ASSISTANT PLANNER (FLSA Non-Exempt)
ASSOCIATE PLANNER (FLSA Exempt)
SENIOR PLANNER (FLSA Exempt)**

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

FLEXIBLY STAFFED SERIES

This is a flexibly staffed series, meaning that incumbents may be promoted by successfully demonstrating the ability to perform competently at the required level and by meeting the qualifications for the next higher class. Promotion to a higher level is not automatic or guaranteed. For more information, refer to the Town's Administrative Policy on Flexibly Staffed Classifications.

POSITION SUMMARY

Incumbents in this series perform a variety of professional planning work, research and analysis related to the Town's Planning and Zoning Ordinances and assignments associated with land use, infrastructure, economic development and the environment. These classifications also conduct administrative work related to boards and commissions, thus interacting with appointed and elected officials, stakeholders, various experts in the field and members of the public. All positions in this job series are responsible to attend meetings and make presentations related to planning projects to members of the Planning Commission, Town Council, other boards and commissions and members of the public.

Assistant Planner: Incumbents work under close supervision while being trained and will gradually work more independently as knowledge and skills are acquired.

Associate Planner: Incumbents will be assigned increasingly difficult tasks including planning projects of moderate complexity and scope.

Senior Planner: Incumbents will manage very complex planning projects that require a great degree of technical knowledge, the ability to address policy decisions and to handle sensitive issues that carry a high consequence of error. Incumbents may supervise technical staff.

DISTINGUISHING CHARACTERISTICS

Assistant Planner is the entry-level classification for this job series. Incumbents conduct research and analysis in relation to the administration of planning policies and zoning ordinances and perform related work as required. Work is performed in accordance with policies established by the Director. Moderate latitude exists in which judgment may be exercised. The Assistant Planner makes routine technical decisions and must exercise judgment to appropriately seek direction and technical assistance as needed.

Associate Planner is the experienced journey-level of this job series. Thorough knowledge is required of the principles and practices of planning, as well as knowledge of the physical, social and economic concepts underlying planning functions. Work is performed in accordance with policies established by the Department Director, but considerable scope exists in which professional judgment may be exercised and technical decisions made. Incumbents are responsible for planning work that is technically difficult and requires the ability to independently interpret policies and to exercise sensitivity to public concerns.

Senior Planner is the advanced and supervisory classification of this job series. Incumbents are responsible for difficult planning work. Thorough knowledge of the principles and practices of planning, as well as the physical, social and economic concepts underlying planning functions and the ability to present and explain these concepts to the public, is required. Work is performed in accordance with policies established by the Department Director, but a great degree of latitude is given to exercise professional judgment and to make technical decisions. The Senior Planner level is responsible to supervise technical staff and to manage very complex planning projects. Projects may be large, expansive in scope, and may involve difficult and sensitive policy issues.

ESSENTIAL FUNCTIONS

- As assigned, review proposed land use permit applications (including permits not requiring public hearings as well as those scheduled for public hearings.)
- Assess the feasibility of proposals and identify necessary changes.
- Recommend approval, denial or conditional approval of proposals.
- Determine the effects of regulatory limitations on projects and provide advice on feasibility, cost-effectiveness, regulatory conformance, and possible resolutions.
- Review and evaluate environmental impact reports pertaining to private and public planning projects and programs.
- Conduct meetings with stakeholders and consultants, including developers, the public, and special interest groups to formulate, develop or address issues regarding land use or projects.
- Research and write special studies including General Plan review and policy study issues.
- Coordinate project reviews with other departments and other agencies.
- Discuss with other staff the purpose of land use projects such as transportation, conservation, residential, commercial, industrial, and community use.
- Design, promote and administer plans and policies affecting land use, zoning, public utilities, community facilities, housing, and transportation.
- Conduct field investigations, surveys, impact studies or other research to compile and analyze data on economic, regulatory and physical factors affecting land use.
- Create, prepare, or requisition graphic and narrative reports on land use data, including land area maps overlaid with geographic variables such as population density.
- Coordinate work with consultants and architects during the formulation of plans and the design of projects.
- Keep informed about economic and legal issues involved in the Town's Municipal Code, zoning codes, building codes, and environmental regulations.
- Mediate community disputes and assist in developing alternative plans and recommendations for programs or projects.
- Attends meetings of the Town Council, the Planning Commission and the Development Review Committee. Prepares notification letters on behalf of the Planning Commission.

OTHER FUNCTIONS

- Supervise and coordinate the work of planning technicians and interns
- Investigate the availability of certain property
- Represent the Community Development Department at regional meetings and conferences
- Publish information to the internet including the Departmental web page
- Perform other duties as assigned

TOOLS AND TECHNOLOGY USED

The following are examples of tools and technology used to perform typical duties; this list is not exhaustive.

- Computers including desktops and laptops
- Geographical Informational Systems (GIS)
- Scanners and copiers
- Analytical or planning software
- Compliance software such as Accela PERMITS Plus
- CAD software such as Autodesk AutoCAD, UrbanSim software
- Databases such as Access or SQL queries
- Desktop publishing software
- Email
- Photo Imaging
- Map creation software and spatial decision systems
- Office suite software: Microsoft Word, Excel, Power Point
- Project Management software

MINIMUM QUALIFICATIONS

Any combination of education and experience is qualifying and may be substituted on a year-for-year basis.

Assistant Planner: Bachelor's Degree in Planning or a related field and one year internship or paraprofessional experience in city planning.

Associate Planner: Bachelor's Degree in Planning or a related field and two years of experience in city planning.

Senior Planner: Bachelor's Degree in Planning or a related field and five years city planning experience.

The following are desirable certifications for these positions:

1. Membership in the American Institute of Certified Planners.
2. Completion of a certificate program in land use, transportation, geographic information systems, public policy, or related area from an accredited institution.
3. State licensing or registration in a related field such as architecture or landscape architecture.

Knowledge, Skills, and Abilities

Knowledge of:

- City and regional planning practices and principles;
- Land use planning, economic development and sociological concepts and issues;
- State land use planning laws, CEQA and the Subdivision Map Act;
- Research methods and techniques;
- Basic elements of project review, including architectural and site planning considerations;
- Methods of citizen participation in planning;
- Federal, State and local planning laws and regulations and the legal basis for planning and land use regulations;
- Zoning principles and methods;
- Economic forecasting and statistical research methods;
- Environmental regulations and issues related to planning process;
- Relationship of land use planning to transportation, housing and other aspects of community development.

Skill in:

- Obtaining information by collecting technical and statistical data, researching property records and reviewing laws and codes;
- Interpreting economic, sociological and statistical data;
- Analyzing planning data;
- Preparing and making formal presentations;
- Written and oral communication;
- Working effectively with individuals and in group/team settings; and
- Dealing effectively with members of the public and external agencies.

Ability to:

- Use computers and computer systems to gather, process and present information;
- Communicate in ways appropriate to the audience in a manner that can be understood;
- Provide information to supervisors, co-workers and others by telephone, written form, email or in person;
- Develop plans for projects, write proposals and develop policies and procedures;
- Develop and maintain constructive and cooperative working relationships;
- Understand property documents, zoning information
- Analyze project proposals, studies and surveys to determine feasibility, cost or time;
- Explain building, land use or environmental regulations;

- Create diagrams and charts;
- Perform day-to-day administrative tasks such as maintaining information files and processing paperwork;
- Monitor deadlines and detect problems;
- Resolve conflicts and negotiate with others to handle disputes and resolve differences;
- Provide advice concerning planning projects and land use based on research and data;
- Perform the essential functions of this position.

WORKING CONDITIONS / PHYSICAL REQUIREMENTS

Employees must be able to maintain physical condition necessary for sitting for prolonged periods of time; repetitively use fingers and/or wrists while twisting or applying pressure; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

WORK ENVIRONMENT: Employees work indoors in a computerized office environment 95% of the time, in direct contact with other Town personnel and the public. Employees conduct site visits 5% of the time, requiring transportation in a vehicle and exposure to outdoor elements such as dirt, grass, uneven surfaces and weather conditions.

Representation T.E.A.	EEOC Category Professional	FLSA Asst. Planner (N/E) Assoc Planner (Exempt) Senior Planner (Exempt)
History October 2010: Replaces Assistant Planner, Associate Planner, Planner, Senior Planner		