



Department:	Development Services
Bargaining Unit:	SEIU
Salary Range:	E55/E-69
Last Revision:	April 1995

**ASSISTANT PLANNER
ASSOCIATE PLANNER**

DEFINITION

Under general supervision (Assistant Planner) or direction (Associate Planner), to perform professional level work in the field of current and advance planning; and to provide information and assistance to developers and the public on planning related matters.

DISTINGUISHING CHARACTERISTICS

Assistant Planer: This is the entry level in the professional Planner class series. Positions at this level usually perform most of the duties required of the positions at the Associate Planner level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Assignments require the application of fundamental planning principles. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Associate Planner: This is the full journey level in the professional Planner class series. Positions at this level are distinguished from the Assistant Planner level by the performance of the full range of duties as assigned including responsibility for the application of professional knowledge and skills to various municipal planning problems and projects. Responsibilities include the preparation of specific reports and plans with opportunity for working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Associate Planner level are normally filled by advancement from the Assistant Planner level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Associate Planner level.

SUPERVISION EXERCISED

Assistant Planner

Exercises no supervision

Associate Planner

May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Research, analyze, and interpret social, economic, population, and land use data and trends; prepare written reports on various planning matters and elements of the General Plan.

Prepare initial studies; define the scope of work; review environmental impact reports.

Participate in and coordinate consultant work in the preparation of the City's General Plan.

Compile information and prepare recommendations on special studies; prepare related planning reports.

Provide information to the public regarding zoning, land use, and the General Plan; participate in public meetings as necessary.

Confer with and advise architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies and standards.

Review development proposals and applications for compliance with appropriate regulations and policies; prepare reports of recommendations.

Prepare staff reports for the Planning Commission, City Council, and the Planning Review Committee.

Check commercial, industrial, and residential development plans for issuance of zone clearance; process permit applications and calculate appropriate fees.

Research and draft ordinances for review by the Planning Director and Planning Commission.

Investigate complaints of zoning violations and recommend corrective action as necessary to resolve complaints concerning the City's planning function.

Participate in coordinating planning activities with other City departments; conduct meetings to define project scope.

May provide technical assistance to professional and clerical planning staff.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Assistant Planner

Knowledge of:

Principles and practices of urban planning and development.

Recent developments, current literature, sources of information, and research techniques related to the field of urban planning.

Modern office methods, practices, procedures, and related equipment.

Mathematical principles.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Learn laws underlying general plans, zoning, and land divisions.

Learn applicable environmental laws and regulations and methods of assessment.

Analyze and compile technical and statistical information and prepare routine reports.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

One (1) year of directly related municipal planning experience is desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning or a related field.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Associate Planner

In addition to the qualifications for Assistant Planner:

Knowledge of:

Laws underlying general plans, zoning, and land divisions.

Applicable environmental laws and regulations.

Statistical principles.

Ability to:

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Analyze and compile technical and statistical information and prepare detailed technical reports and recommendations.

Interpret planning and zoning programs to the general public.

Perform professional planning work with a minimum of supervision.

Manage project development and implementation.

Provide training to less experienced planning staff.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

City of Hollister
Assistant/Associate Planner (Continued)

Experience:

Two (2) years of professional municipal planning experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major source work in urban planning or a related field.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in standard office environment.

Effective Date: April, 1995