



Associate Planner

JOB CHARACTERISTICS

Purpose

A position in this class will serve as a project manager on permit applications of moderate complexity performing technical research, analysis, report writing and recommendations; assist others with the Zoning Ordinance Update project; conduct initial studies and coordinate interdepartmental, outside agency and consultant's reports as required by the California Environmental Quality Act on assigned projects; manage planning related contracts; represent City at meetings of other agencies; serve as staff support to City boards and commissions; and perform related work as required all within the context of the City's Mission, Vision, Values Statement and a strong and progressive customer service orientation.

Equipment, Methods & Guidelines

Uses principles of planning; federal, state, and local planning laws, regulations and procedures. Uses computers and has knowledge of relevant computer programs including advanced GIS applications. Uses telephones, other means of voice and written communication, and City vehicles.

Working Conditions

Work is conducted primarily in an office setting, but includes trips to other agencies and offices, visits to proposed and actual construction sites, and visits to sites of code compliance issues. Work involves attendance at meetings held during the workday and in the evenings, and may include occasional out of town travel.

Physical Demands

Emphasize speech, hearing, vision, and stamina associated with attendance at evening meetings following a normal workday. Site visits may include stooping, crawling, climbing, and balance.

Supervisory Guidance Received/Given

Supervision received is characterized by general supervisory direction and control intended to define objectives and problems. Independently applies the General Plan and Zoning Ordinance and other relevant regulations to determine conformance of assigned projects; makes independent decisions regarding technical details and prepares recommendations on proposed use decisions. Control over work methods is general, rather than detailed in nature. Work assignments, including written staff reports, are reviewed periodically for status and upon completion but before submission. Work also involves assisting with the training of new staff members. This is the journey professional level planner in the planner series.

EXAMPLES OF DUTIES

1. Serves as a project manager for moderately complex planning projects, particularly commercial and residential projects involving redevelopment of underutilized or development of vacant parcels; including performing technical reviews involving analyzing and evaluating site, architectural and landscape plans, preparing written project reports and analyses with appropriate recommendations.
2. Coordinates and performs research and analyses pertaining to the General Plan, area plans, grant programs, related municipal ordinances and policy; prepares related reports and recommendations; and renders professional advice regarding planning issues.
3. Writes and reviews Initial Studies; coordinates the preparation of environmental documents; recommends determinations of the environmental impact of projects; reviews environmental documents of other agencies.
4. Coordinates and attends various meetings for the purpose of providing and receiving information regarding projects and proposals; as assigned, attends and represents the City's interests or policy position on issues including making presentations before such bodies as the Planning Commission and Design Review Board, and the boards, task forces, and legislative bodies of other governmental agencies.
5. Conduct site inspections, including determining if projects are in compliance with laws, regulations, and ordinances; makes recommendations on changes.

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6. Provides information on city, regional, and state environmental, zoning, and subdivision requirements to consultants, developers, property owners, and the general public.
7. Promotes the City's Mission to make Concord a city of the highest quality by providing responsive, cost-effective, and innovative government services; understands and subscribes to the Vision and Values Statement adopted by the City.

DESIRABLE QUALIFICATIONS

Knowledge and Abilities

Working knowledge of the objectives, principles, procedures, standards, practices, and trends in the field of city planning; of relevant land use, physical design, economic, environmental, and social concepts; of project management techniques; of supervisory theories and principles; of software applications used in planning, including advanced level GIS applications; of relevant mathematical concepts; of the application, modification, and interrelationships among ordinances, policies, standards, procedures, and practices; of federal, state, and local laws and regulations; of the terminology, symbols, methods, and techniques used in Planning; of common reference sources; of local government organization, and of the functions and practices of City and other governmental work units with which coordination is required.

Ability to perform varied and responsible assignments involving the use of initiative and judgment under periodic supervision; to collect, analyze, and prepare reports and recommendations pertaining to moderately complex issues; to interpret laws, policies, procedures, regulations, maps, specifications, site and building plans, graphs, and statistical data; to make and defend decisions; prepare visual displays, such as maps, graphs, and illustrations; to communicate effectively, orally and in writing; to understand and carry out oral and written instructions; and to establish and maintain cooperative and effective relationships with those encountered in the course of work.

Education/Experience

Any combination equivalent to experience and education that would likely provide the relevant knowledge and abilities would be qualifying. Generally, this will require:

Education: A bachelor's degree in Urban Planning, Environmental Planning, or related field.

Experience: Three years of increasingly responsible professional planning experience involving general plan, zoning and development services or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

Other Requirements

A California Driver's License and a satisfactory driving record are conditions of initial and continued employment.