`

ASSOCIATE PLANNER

Definition:

Under general supervision performs a variety of professional level and technical municipal planning work of above average difficulty to include analyzing planning assignments, reviewing proposals/projects in progress and coordinating planning projects; compiles data and drafts reports, ordinances and correspondence and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Coordinates and monitors environmental and community planning projects.

Performs preliminary and in-progress reviews of a variety of projects to include residential, commercial and industrial development projects.

Conducts on-site project inspections to verify conformity with City standards, land use and zoning requirements and to post notices as needed.

Attends a variety of committee, community group, commission and task force meetings, makes oral and written presentations and represents the City as assigned.

Identifies and researches issues and concerns, prepares a variety of studies including findings and recommendations.

Drafts ordinances, resolutions, Council agenda letters and related documents.

Conducts special studies of land use, land economics and other factors related to zoning and planning issues.

Operates a personal computer and uses applicable software to draft and produce correspondence in response to public inquiries, staff reports, a variety of documents and other material.

Meets with architects, builders, contractors, engineers, realtors and the public regarding standard City planning and zoning procedures.

Provides staff support to the Redevelopment Design Review Committee.

Uses a camera to perform on-site photo documentation and basic hand tools including a hammer and screwdriver.

Analyzes and recommends revisions to specific elements of planning, transportation and zoning policies, practices and procedures.

Prepares graphic presentations and reports on community characteristics related to zoning issues.

May respond to a variety of inquires via telephone and in person at a public counter.

Assists in maintaining a data base of information for planning purposes.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

May provide technical support/direction to lower level planners.

Lifts and moves boxes of records weighing 30 pounds or less.

Class Characteristics:

Associate Planner is a journey-level professional planning class in the Development Services Department. Tasks require the use of considerable judgment and initiative. Associate Planner is distinguished from the Assistant Planner by the Associate's performance of more complex and difficult tasks and duties which require broader planning knowledge and more independent work.

Contacts and Relationships:

An Associate Planner establishes and maintains contact with staff in the Development Services Department and staff in other City departments. Additional contact will occur with the public, developers, landowners and contractors.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Principles, concepts and practices procedures and techniques of urban planning, regional planning and land use.

California Environmental Quality Act, California Subdivision Map Act and related development laws.

Subdivision regulations, development standards and codes.

Principles, practices, methods and procedures of data collection and research techniques.

Building practices as they relate to plan review.

Intermediate math and its application to planning work.

English usage, spelling, grammar and punctuation.

Computer applications related to area assigned.

AND

Ability to:

Interpret and apply laws, regulations, codes and ordinances related to area assigned.

Research, compile and analyze a variety of data related to planning, regional zoning and demographic issues and prepare oral and written staff reports.

Draft guidelines, ordinances, procedures and related documents in support of City programs.

Analyze plan compliance with City development standards and land use/zoning codes and requirements.

Analyze social, environmental, political, legal and other elements of assigned projects within a neighborhood, commercial or industrial section of the City.

Interpret site plans, maps, plot plans, street measurements and related documents.

Apply engineering and architectural conversion scales.

Understand and carry out oral and written instructions and use independent judgment and initiative.

Establish and maintain effective relationships with those contacted in the course of work.

Communicate effectively orally and in writing.

Operate a personal computer and use applicable software.

Meet the public with courtesy and tact.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Bachelors Degree in Planning, Architecture, Public Administration, Engineering or a related field from an accredited college or university.

AND

Experience:

One year of professional planning work at the Assistant Planner level.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

The City of Fullerton's Conflict of Interest Code requires that the Associate Planner file financial disclosure statements in accordance with state and local laws.

Must be able to work a flexible schedule to accommodate City needs.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors in an office environment, at a public counter and outdoors in the field. When work is performed outdoors there may be exposure to the elements. An incumbent drives a vehicle on City business, sits for extended periods of time, uses basic hand tools, operates a camera, computer, keyboard and related equipment, stands, walks, reaches, bends, twists, kneels, reaches and grasps, and may lift and move boxes of records weighing 30 pounds or less. When in the field, an incumbent may walk on slippery/uneven surfaces and slopes, crouch, twist and be exposed to construction materials and dust. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt – Professional.

Revised December 2004
Revised August 1991