



## **ASSISTANT PLANNER**

**DISTINGUISHING CHARACTERISTICS:** This is the entry-level class in the series.

**ESSENTIAL JOB DUTIES:** Gathers a wide variety of information and data for the preparation of planning reports, Environmental Impact Reports, Initial Studies, Reclamation Plans, and bonding requirements, General Plan Amendments, zone reclassifications, conditional use permits, variances, waivers, road abandonments, draft ordinances and special studies; develops statistics and does research preparatory to various stages of planning projects; develops maps, charts, and graphs used in planning studies, EIRs, and reports; compiles, arranges, analyzes and interprets data; conducts comparative studies of land use, population structure, and economic activity and environmental concerns; serves as chairperson or advisor to committees or commissions; trains and supervises technical and clerical staff; answers public questions relative to such matters as zoning, environmental assessments, land divisions, use permits, and variances, and waivers; develops departmental recommendations on matters to be heard by the Planning Commission and Board of Supervisors; attends and speaks at meetings of professional committees, commission, organizations, and public groups as a representative of the Planning Department; drafts zoning ordinances in proper legal form; reviews environmental assessment cases; orally reviews mandatory case findings at public hearings; prepares technical reports, specifications, and drawings; performs legislative and policy analysis; other related duties as assigned.

**EMPLOYMENT STANDARDS/EDUCATION EXPERIENCE:** One (1) year of experience in the field of professional planning or a closely related field. The satisfactory completion of the requirements of a major in planning or a closely related field from an accredited college or university may substitute for the required experience.

**Knowledge of:** Basic principles and aims of city and regional planning and zoning administration; standard and accepted principles and practices of environmental planning and the administration of environmental policies; standard and accepted practices of public administration, economics and sociology; standard and accepted principles and practices of planning, environmental compliance and hazardous waste programs; basic statistical methods and uses; modern office procedures, methods and computer equipment; standard and accepted English usage, spelling, grammar and punctuation; standard and accepted principles and practices of land use, transportation, housing and environmental planning; purposes, policies and procedures of the Board of Supervisors, Planning Commission, and other agencies concerned with public planning;

applicable statutes, ordinances, rules and regulations related to general plans, zoning, subdivisions, environmental review and land use; standard and accepted statistical and research methods relevant the collection and analysis of data affecting public planning; federal, state, regional and local planning laws, regulations, case law and trends.

**Ability to:** Collect, compile, analyze and present technical, statistical, and graphical information pertaining to planning and zoning research; interpret and explain policies and regulations accurately and tactfully to the public and other County departments; review permit applications for accuracy and completeness; prepare clear, concise and comprehensive planning reports; make presentations to governmental bodies with planning related responsibilities; use computer technology and applications in the performance of daily activities; establish and maintain effective working relationships with those contacted in the course of work.

**Skill to:** Understand and carry out both oral and written directions; on a continuous basis, know and understand operations and observe safety rules; identify and locate equipment and tools; interpret work orders; on a continuous basis sit and stand for extended periods of time; traverse uneven terrain, periodically standing, stooping, bending, climbing and kneeling to perform site inspections; working in exposure to various weather conditions; normal vision to read handwritten and printed material and a computer screen; use hands to operate calculators, cameras, computers, grasp tools, and inspect electrical devices; lift and carry items weighing up to 50 pounds such as tools, files, books or boxes of paper for distances up to 100 feet in the performance of inspection and office activities; follow written and oral instructions; maintain accurate records and preparing clear, concise written reports; use computer technology and applications in the performance of daily activities; learn to interpret and apply building codes, rules, regulations, and ordinances relating to building construction; compile, analyze and evaluate technical, statistical and economic information; read and interpret maps and legal property descriptions; use a computer, calculator, typewriter, telephone, facsimile machine, photocopy machine and camera; analyze situations quickly and objectively and to determine proper course of action; safely and effectively perform duties; establish and maintain effective working relationships with those contacted in the performance of required duties; communicate clearly and concisely, both orally and in writing.

**Typical Physical Requirements:** On a regular basis, sit at desk or in meetings for long periods of time; intermittently, walk on rough terrains, stand and bend while visiting site locations; twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; hear sufficiently to communicate with staff and to understand actions in public meetings, hearings, or administrative proceedings; and lift light weight. Work in exposure to various weather conditions; normal vision to read handwritten and printed material and a computer screen; use hands to operate calculators, cameras, computers, grasp tools, and inspect electrical devices; lift and carry items weighing up to 50 pounds such as tools, files, books or boxes of paper for distances up to 100 feet in the performance of inspection and office activities.

**Typical Working Conditions:** Assigned work is performed in an office/public meeting environment and in an outdoor environment. Work will be performed in a variety of weather conditions including heat, cold, rain and snow. Continuous contact with County staff, management, state and federal agency representatives, general public, and outside organizations/agencies.

**Special requirements:** Must have ability to work overtime; must be available to attend evening meetings, and must be available for travel. Must possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles; must successfully complete a pre-employment background check.