



ASSOCIATE PLANNER

DISTINGUISHING CHARACTERISTICS: This is the journey-level class in the series. Incumbents possess and apply a broad and comprehensive scope of knowledge in the independent performance of planning activities.

EXAMPLES OF ESSENTIAL DUTIES: **Essential duties may include, but are not limited to, the following:** Makes field surveys and investigations pertaining to planning projects; reviews development applications from the public for variances, conditional use permits, subdivision approval, design review, lot line adjustments, etc.; ensures conformance to zoning, environmental and other legal requirements; writes appropriate notices, letters, studies, etc.; issues determination for environmental review if necessary; writes initial study and corresponding environmental documents; meets established documentation and notice deadlines; conducts well-defined special planning and zoning studies and research; investigates zoning violation complaints; prepares displays and exhibits to be used for public presentation; assists the public with information at the public counter and by telephone regarding zoning, applications, statutes, regulations and procedures; writes staff reports; assists in zoning recommendations; creates maps identifying land use; performs traffic hazard studies; investigates presence of Threatened and Endangered Species using the California Natural Diversity Database; attends section meetings and consults with higher level staff members regarding work problems and progress; confers with other County and public agencies as directed; handles routine information requests regarding planning data; reviews applications, maps and project descriptions for land use and zoning requests; submits appropriate CEQA documents; prepares CEQA mailing lists and distributes documents; responds to comments; resolves conflicts related to planning activities; coordinates and facilitates meetings and information collection with project applicants to resolve issues; collects data and other pertinent information to support the decision making process; prepares Board of Supervisors Agendas; writes resolutions and recommendations; conducts research and prepares results; presents to the Board of Supervisors and to the Planning Commission; coordinates activities with other County Departments and Public Agencies.

MINIMUM QUALIFICATIONS **EXPERIENCE AND TRAINING**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: **Experience:** Two (2) years of experience in a public or private land use environment performing planning related duties comparable to those of an Assistant Planner. **Training:**

Equivalent to a Bachelor's degree in planning, natural resources, environmental studies or a related field.

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; remember equipment and tool location; 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.

Additional Desirable Skills: Additional desirable skills include experience with EIR administration; GIS familiarity; experience with the Federal Census Program; website administration.

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 and carry up to 50 pounds.

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 investigation.