

CITY OF IRWINDALE

ASSISTANT PLANNER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision, performs a variety of the less complex professional land use and urban planning duties in support of various City current and/or long range planning projects and in the implementation of the City's general plan as well as related policies and regulations and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the professional Planner series. Initially under closer supervision, incumbents at this level perform the more routine duties in support of the City's current and long range planning projects including performing research, data collection and report preparation duties while learning City policies, procedures, and specific techniques related to area of assignment. The Assistant Planner shall possess entry level experience in land use and environmental planning and permitting. As experience is gained, assignments gradually become more diversified and incumbents work with greater independence.

The Assistant Planner is distinguished from the Planning Technician class in that incumbents in the Assistant Planner class are expected to possess and apply professional planning theory and principles. The Assistant Planner is distinguished from the Associate Planner by performing assignments of a less complex nature.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provides information and assistance to developers, property owners and the public regarding the policies, regulations, standards and procedures with respect to the submission of plans, processing of applications, and implementation requirements; provides assistance at the public counter and over the telephone; participates in resolving service complaints.
2. Provides information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups, and other interested persons; updates the City's development activity report including coordinating with project planners in tracking development application progress.
3. Conducts research and studies related to area of assignment; compiles, analyzes and interprets data to define environmental conditions, social, economic and housing trends, mining reclamation processes, community needs, zoning problems, and related items, projects or requests; assists in the preparation of reports and findings regarding land use, zoning, urban design, population trends, transportation, housing and environmental needs.
4. Participates in reviewing and processing various plans and applications; reviews and processes various planning applications including time extensions, reviews completeness of applications; reviews proposal and applications for compliance with applicable ordinance; prepares reports.
5. Makes field surveys and investigations related to planning and zoning projects or requests; surveys existing public and private buildings and construction sites for compliance with applicable city, state, and federal regulations, codes, and laws.

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6. Maintains, updates and analyzes demographic and other data required for the planning function; participates in the review, development, and/or revisions of the various elements of the General Plan, environmental impact reports, plans, ordinances and other policies and procedures as directed.
7. Prepares or assists in the preparation reports and recommendations for various commissions, boards, and community groups; reviews draft materials and prepares comments and written communications including analytical reports, correspondence and drafts of revisions to local ordinances, policies and procedures.
8. Coordinates the notifications for all planning related entitlement applications including Planning Commission and City Council Hearings; reviews development applications to ensure radius property owner lists and labels are complete; coordinates the timely preparation of public notification for commission meetings and hearings; prepares notification lists and labels as necessary.
9. Reviews and/or participates in the preparation of conditions of entitlements and entitlement reports.
10. Prepares maps, graphs, charts and other visual aids to illustrate presentations of planning studies; develops and prepares material for pamphlets, brochures and publications.
11. Attend a variety of meetings as required including Planning Commission and City Council Public Hearings.
12. May make public presentations and present oral reports to community groups, Planning Commission and City Council on planning information and activities.
13. Assist technical staff with research as required.
14. Research and prepare a variety of documents, briefs, and correspondence on planning activities.
15. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a planning and development department.
- Municipal Code interpretation, zoning ordinances, California Environmental Quality Act, Subdivision Map Act, State Planning and Zoning law, and land use and architectural design standards.
- Local zoning practices and construction processes.
- Methods of gathering and compiling data.
- Property descriptions and graphic displays.
- Procedures and policies for processing City applications.
- Principles of business letter writing and basic report preparation.
- Methods and techniques of effective technical report preparation and presentation. Research methods.
- Application of land use, physical design, economic, environmental, and/or social concepts in the planning process.
- Terminology, symbols, methods, techniques and instruments used in planning and map drafting and geo-based information systems.
- Customer service practices.
- Modern office procedures, methods, and equipment including computers and supporting word processing, spreadsheet applications, and specialized engineering software programs.

Ability to:

Interpret planning and zoning programs to the general public.
Interpret and utilize current literature, information sources and research techniques in the field of urban planning.
Perform basic plan checking activities.
Work on several projects or issues simultaneously.
Perform accurate mathematical computations.
Prepare well-organized, written reports and graphic presentations.
Understand and carry out oral and written directions.
Learn applicable software programs.
Read and understand architectural and engineering drawings.
Analyze a complex issue, develop, and implement an appropriate response.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, geography, public administration, environmental science or a related field.

Experience:

One year of increasingly responsible experience in urban planning or related field.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; occasionally works in outside weather conditions; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.