

**ASSISTANT PLANNER / ASSOCIATE PLANNER**

DEFINITION

To perform a wide variety of technical and professional planning work in the field of current and advanced planning of projects and programs; to provide information and assistance to developers and the public on planning-related matters.

DISTINGUISHING CHARACTERISTICS

**Assistant Planner** is the entry-level class in the planning series. This class is distinguished from the Associate Planner by the performance of the more routine tasks and duties assigned to positions within the series which do not require prior knowledge of the County's policies, procedures and organization. Since this class is typically used as an entry/training classification, employees may have only limited or no directly related work experience. **Associate Planner** is the full journey-level classification with the series. Associate Planner is distinguished from Assistant Planner by the performance of the full range of duties as assigned, including those tasks which require familiarity with the policies, procedures and organization of the County. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies within the Public Works Resource, Planning and Development Division. Positions in this class are flexibly staffed and are normally filled by advancement from the Assistant entry level, or when filled from the outside, require prior experience.

SUPERVISION RECEIVED AND EXERCISED

**Assistant Planner:** Receives general supervision from management staff.

**Associate Planner:** Receives direction from Management Staff; exercises functional and technical supervision over lower-level staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Reviews and conducts special studies related to current and/or advanced planning projects, programs and operations.

Gathers, compiles and evaluates statistical data related to the County's existing population, housing needs, income level, employment, etc., for use in projecting future County planning needs.

Prepares checklists and surveys to gather information relevant to the development of the County's General Plan, and evaluates information obtained through such survey instruments.

Reviews and makes recommendations regarding General Plan amendments and environmental impact reports.

Assistant Planner/Associate Planner  
Rev.- 01/01/06  
Rev.- 01/01/07  
Rev.- 07/01/07  
Rev.- 01/01/08

M.O. #8-1/04/06  
M.O. #19b-1/4/07  
M.O. #19b-1/4/07  
M.O. #19b-1/4/07

Prepares a variety of technical planning reports, notices and recommendations related to planning, zoning, land divisions, and environmental quality for presentation to the Planning Commission and/or Board of Supervisors.

Reviews and interprets state and County laws, codes and guidelines associated with current and advanced planning activities.

Reviews and/or prepares drafts of new or revised planning ordinances and submits for higher-level review.

Prepares maps, charts, and other graphic materials for presentations and/or reports concerning planning matters.

Prepares and makes recommendations on alternative techniques for approaching planning activities and problems.

Conducts field inspections and investigations of planning projects to ensure compliance with laws, codes and specifications.

Processes a variety of planning-related applications and reviews building permits for zoning code compliance; assists in enforcing zoning codes.

Receives and responds to inquiries from the public regarding planning and zoning issues.

Prepares grant applications for project funding as requested; administers grants.

Updates plat maps for addressing system and zoning as required; assists with 911 addressing system maintenance as needed.

Attends various committee meetings as appropriate or assigned.

Performs general office/administrative work as required, including attending meetings, preparing reports and correspondence, entering computer data, maintaining accounting records, etc.

Performs related duties as assigned.

**QUALIFICATIONS:**

**Assistant Planner:**

Knowledge of:

Pertinent federal, state and County laws, codes and regulations.

Basic principles of urban planning.

Current literature, information sources and research techniques in the field of planning.

Principles and techniques of drafting.

Principles and practices of record-keeping.

Business letter writing and report preparation; English usage, spelling, grammar and punctuation.

Modern office procedures and technology, including computers.

Basic mathematical principles.

Ability to:

Understand and apply pertinent laws, policies, rules and regulations.

Learn to prepare accurate property and zoning descriptions.

Prepare maps and graphic illustrations.

Use and care for drafting tools and equipment.

Collect and analyze research data.

Maintain accurate and complete records and files, and prepare reports with accuracy and in a timely manner.

Understand and follow oral and written instructions.

Use computers for word and data processing.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Make required calculations accurately as required.

**Associate Planner** (in addition to the qualifications listed for Assistant Planner):

Knowledge of:

Advanced principles, theories and practices of urban planning and development.

Organizational policies and operating procedures of the department.

Principles of economics and statistics.

Principles of leadership and supervision.

Ability to:

Perform skilled professional planning work with a minimum of supervision.

Analyze and compile technical and statistical information.

Provide leadership and limited supervision of assigned lower-level staff.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Assistant Planner:**

Experience:

None required.

Training:

Bachelor's degree from an accredited college or university with major course work in planning, geography, environmental studies, architecture, public administration, economics or other relevant field.

**Associate Planner:**

Experience:

One to two years of professional planning experience.

Training:

Bachelor's degree from an accredited college or university with major course work in planning, geography, environmental studies, architecture, public administration, economics or other relevant field.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

|                             | <b>Assistant Planner</b> | <b>Associate Planner</b> |
|-----------------------------|--------------------------|--------------------------|
| Classification Code:        | 3526001                  | 3536001                  |
| Bargaining Unit:            | 40                       | 40                       |
| FLSA Status:                | Y                        | Y                        |
| Workers' Compensation Code: | 8810                     | 8810                     |
| Pay Table:                  | CNTY                     | CNTY                     |
| Range:                      | 329                      | 348                      |