

CITY OF LAKE ELSINORE

ASSISTANT/ASSOCIATE PLANNER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, learns to perform and performs professional land use and urban planning work, including current and advance planning, and implementation of the City's General Plan; reviews complex zoning and development applications; presents projects to the Planning Commission; coordinates special projects; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Assistant Planner

The **Assistant Planner** is the entry level position in the professional planning series that allows the incumbent to develop journey level knowledge and abilities in the field of municipal planning. Initially, under immediate supervision, incumbents learn to perform and perform a variety of fundamental support activities in the area of current and advance planning. This classification is alternatively staffed with the Associate Planner and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Associate Planner

The **Associate Planner** is the journey level class in the professional planning series in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents in this position work independently in the research and analysis of planning issues and the preparation of planning reports, studies, and recommendations. This classification is distinguished from the next higher classification of Senior Planner in that the latter is responsible for the more complex planning assignments.

SUPERVISION RECEIVED/EXERCISED:

Assistant Planner

Receives general supervision from the Planning Manager. Incumbents in this class do not routinely exercise supervision.

Associate Planner

Receives general supervision from the Planning Manager. Incumbents may provide technical and functional direction to other staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, organizes, and conducts research studies; prepares reports and recommendations regarding land use, zoning regulations, urban design, population trends, transportation, community needs, and housing; prepares environmental documents in compliance with the California Environmental Quality Act; recommends the use of land for residential, commercial, industrial, and community uses.
- Provides information and assistance to developers, property owners, and the public regarding laws, regulations, standards, policies and procedures related to the submission of plans, processing of applications, and implementation requirements; investigates and responds to complaints of zoning code violations; performs site inspections; communicates and coordinates with other City departments and outside agencies; coordinates the development review process on public and private projects.
- Maintains, updates, and analyzes data required for community planning; participates in the review, development, revision, and maintenance of general plan elements, environmental impact reports, plans, ordinances, and other policies and procedures.
- Reviews and processes various plans and applications for subdivision, housing, and commercial developments; reviews and processes variances, use permits, and business licenses; determines conformity with laws, regulations, policies and procedures; recommends approval; identifies problems and analyzes alternatives; conducts project site checks.
- Coordinates preparation of meeting agendas for various commissions, boards, and community groups, including reviewing draft materials and preparing comments; organizes meetings and work sessions ensuring timely notification of appropriate parties; makes presentations and prepares material for the City Council, commissions, boards, and community groups.
- May provide work coordination and project direction for other planning personnel and contract consultants.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Assistant/Associate Planner**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Assistant Planner

A bachelor's degree in urban or regional planning, or a closely related discipline, such as architecture, geography, engineering, etc. Some professional or para-professional experience in urban or regional planning is desirable.

Associate Planner

In addition to the above, two years of professional planning experience equivalent to that of an Assistant Planner with the City of Lake Elsinore, or one year as Assistant Planner in the City of Lake Elsinore.

License/Certificate:

Possession of, or ability to obtain a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the Assistant and Associate levels.)*

Knowledge of:

Modern principles, practices and techniques of current and advanced planning; land use, physical design, demographic, environmental, economic, and social concepts as applied to municipal planning; statistical methods and research techniques applicable to the preparation of municipal planning studies; methods and techniques of supervision, training and motivation; modern use of Geographic Information System (GIS) software and interpretation; applicable federal, state and local laws, codes and regulations, including the City Municipal Code, the California Environmental Quality Act and California laws relating to subdivisions, annexations, zoning, and land use; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Apply policies, procedures, and standards pertaining to the municipal planning process; interpret maps, site and building plans and specifications, graphs and statistical data; attend evening meetings as required; interpret, explain, and apply applicable laws, codes and regulations; read, interpret, and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and

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oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications including, graphic and presentation programs.