

ASSISTANT PLANNER
ASSOCIATE PLANNER

DEFINITION

To perform professional planning duties related to current and/or long range planning, including neighborhood planning, demographic or housing analysis, code amendments and land use studies; to review plans and explain policies and regulations to the public; and to provide technical support to management staff.

DISTINGUISHING CHARACTERISTICS

Assistant Planner - This is the entry-level class within the professional Planner series. This class is distinguished from the journey level by the performance of more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matter allocated to the journey level. Since this class is typically used as a training class, employees have only limited or no directly related professional planning work experience. Employees work under general supervision while learning job tasks.

Associate Planner - This is the journey level class within the professional planning series. This class is distinguished from the Assistant Planner by assignment of the full range of professional planning duties. 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 work unit.

This class is distinguished from that of the Senior Planner in that the latter is an advanced journey level class responsible for more complex and difficult planning projects and programs and exercises direct supervision over assigned staff.

SUPERVISION RECEIVED

Assistant Planner – Receives general supervision from a Senior Planner or an assigned manager.

Associate Planner – Receives direction from a Senior Planner or an assigned manager.

SUPERVISION EXERCISED

Assistant Planner – None.

Associate Planner – May exercise technical and functional supervision over lower level professional, technical and clerical staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Research, analyze and interpret social, economic, population and land use data, trends and reports.

Prepare and present written reports on various planning matters such as elements of the general plan, neighborhood plans, demographic or housing analysis, code amendments, and miscellaneous land use studies.

Prepare and/or monitor preparation of environmental documents including environmental analyses of development impacts and related preparation of negative declarations and/or environmental impact reports; work with consultants in facilitating preparation of environmental impact reports and related findings and documentation.

Review building, site and architectural plans, use permits, zone changes, variances, development proposals, applications and other related documents for conformance to City standards and other applicable state and federal rules and regulations; serve as primary point of contact to developers and property owners in meeting these standards.

Prepare and update maps, graphs and other graphics for use in reports and public presentations.

Review and analyze development proposals and work with developers, the public and other agencies regarding various land use permits, general plan amendments, and zone changes.

Provide information to the public, developers, public officials and staff members about land use matters to clarify and assure conformance to city and state policies and regulations regarding zoning and other development controls, acceptable development proposals, compatibility with adopted plans and environmental impacts.

Make presentations to the Planning Commission, City Council, and other interested parties regarding land use applications, general plan amendments, zoning changes, code amendments and special studies.

Analyze, interpret and apply regional, state, and federal regulations.

Coordinate ongoing planning related programs or projects involving multi-department and multi-jurisdictional cooperation; provide professional planning guidance in responding to questions or inquiries.

Attend and serve on intra-departmental and inter-agency planning committees.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Laws, principles, and practices relating to general plans, zoning and environmental procedures,^[U1] and green building and sustainability^[U2].

Principles and practices of site planning.

Research techniques, analysis methods and current literature related to urban planning, land use data and related trends

Architectural design principles and practices.

Pertinent local, state and federal laws, ordinances and rules related to land use and planning law.

Political processes and governmental operations of state and local governments.

Modern office procedures, methods, and computer equipment and software.

English usage, spelling, punctuation, and grammar.

Principles and practices of project management.

Principles and practices of work safety.

Ability to:

Perform professional planning duties related to urban planning and development.

Analyze and compile technical and statistical information and prepare reports.

Interpret and explain planning and zoning programs, policies and procedures to City staff, the general public and other interested parties.

Operate a personal computer with proficiency and familiarity, including use of word processing, spreadsheet, database, mapping, internet and visual presentation programs.

Prepare concise, comprehensive and understandable written reports, studies, and other written materials.

Exercise initiative and independent judgment in sensitive situations; research, problem solve, and negotiate.

Prepare and present oral and visual presentations to a variety of internal and external customers.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to:

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, orally and in writing.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Assistant Planner

Experience: No professional experience is required; one (1) year of technical planning experience is desired.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in planning, environmental studies, architecture, or a related field.

Licenses and certificates: Possession and maintenance of a valid Class C California Driver's License. Membership in the American Planning Association (APA) is desirable.

Associate Planner

Experience: Two (2) years of responsible experience performing duties similar to that of an Assistant Planner with the City of Hayward.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in planning, environmental studies, architecture, or a related field. A Master's Degree in urban planning or related field is desirable and may be substituted for up to one (1) year of the required experience.

Licenses and certificates: Possession and maintenance of a valid Class C California Driver's License. Membership in the American Planning Association (APA) and American Institute of Certified Planners (AICP) is desirable.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; grasp, perform repetitive hand movements

SPECIAL REQUIREMENTS (continued)

and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, twist, turn, kneel, bend, squat and stoop in the performance of daily office activities; converse by telephone, email, in person, and to small or large groups and be clearly understood; travel to various locations and participate in meetings to conduct City business; read and comprehend technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner; and safely lift, carry and maneuver office supplies and computer related equipment, documents, or boxes of, weighing up to 40 pounds. Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: One (1) Year

624CS90/650CS90

Revised September 1990

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AAP GROUP: 3

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt