

TOWN OF SAN ANSELMO

ASSISTANT PLANNER/ ASSOCIATE PLANNER

DEFINITION

To perform professional planning duties in the administration of local ordinances and state and federal statutes governing land use and development; and to assist the public in understanding and complying with land use and development requirements.

DISTINGUISHING CHARACTERISTICS

ASSISTANT PLANNER - This is the entry level class in the professional Planner series. This class is distinguished from the journey level by the performance of the 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 matters allocated to the journey level.

ASSOCIATE PLANNER - This is the full journey level class within the professional Planner series. This class is distinguished from the Assistant Planner by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the department. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

This class is distinguished from the Senior Planner in that the latter exercises significant independent judgment, has regular and continuing responsibility to manage complex and sensitive planning projects, and may provide lead supervision to lower level professional staff.

SUPERVISION RECEIVED AND EXERCISED

Assistant Planner

Receives general supervision from management staff; and may receive technical and functional supervision from professional staff.

May exercise technical and functional supervision over clerical and technical staff and volunteers.

Associate Planner

Receives direction from management staff.

May exercise technical and functional supervision over clerical, technical, and professional staff and volunteers.

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

Assist the public with information at the public counter and by telephone regarding zoning and building codes, and land/use development regulations and procedures.

Evaluate private and public development project applications for sign permits, variances, use permits, subdivision approval, design review, zoning amendments, general plan amendments, etc., for conformance to zoning, environmental (CEQA) and other requirements. Process applications; conduct preliminary and final site reviews; make recommendations; and present findings at a public hearing. Manage projects and assist applicants through the entitlement process.

Conduct environmental assessment of private and public projects prior to project review; make recommendations regarding the need for an EIR, negative declaration, and relevant mitigation measures as appropriate. Prepare initial studies, negative declarations and other CEQA documents.

Coordinate with other Town departments and other public agencies; meet with applicants as necessary and correspond with applicants and/or their representatives regarding project status; write staff reports. Manage projects from pre-application through building completion and occupancy.

Review building permits for compliance with Planning requirements.

Investigate complaints and conduct field inspections; seek compliance regarding code requirements through written and personal contact; issue warning notices and citations; conduct follow up inspections; maintain case files; prepare evidence for court proceedings and testify in court.

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

MINIMUM QUALIFICATIONS

Assistant Planner

Knowledge of:

Principles and practices of land use planning and development.

General environmental laws and regulations.

Principles and practices of code enforcement.

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

English usage, spelling, grammar and punctuation.

Statistical and research methods as applied to the collection, analysis and presentation of planning data.

Ability to:

Interpret, explain, and enforce zoning and land use/development codes, regulations, and procedures.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers and reports; identify and interpret technical and numerical information; observe, identify, and resolve operational and technical problems; understand, interpret and explain applicable ordinances, statutes, policies and procedures.

Compile, analyze, and evaluate technical and statistical information; read and interpret maps.

Coordinate with other individuals, groups, departments and agencies in researching and processing projects.

Prepare reports and graphic presentations; prepare maps, plans, charts and tables.

Work with various cultural and ethnic groups in a tactful and efficient manner.

Obtain information through inquiry; work firmly and courteously with the public; and work effectively with interruption.

Analyze situations quickly and objectively; determine proper course of action within scope of assignment.

Work evenings and weekends as required.

Use modern office equipment, including computers.

Communicate clearly and concisely, both orally and in writing. Prepare and deliver reports before committees, commissions and Town Council.

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

Experience and Training

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:

Experience:

One year of professional planning experience which preferably includes code enforcement experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental studies, urban or regional planning or a closely related field.

License or Certificate:

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

Associate Planner

In addition to the qualifications for Assistant Planner:

Knowledge of:

Applicable Federal, State, and local laws and regulations, including the California Environmental Quality Act (CEQA).

Operation, policies, and procedures of the Town Planning Department.

Ability to:

Perform independent technical research and provide recommendations on planning issues.

Interpret and explain statistical analysis applied to land use.

Interpret and explain laws underlying general plans, zoning, and land divisions.

Understand the organization and operations of the Town and or outside agencies as necessary to assume responsibilities.

Experience and Training

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:

Experience:

Two years of responsible experience performing duties similar to those of an Assistant Planner in the Town of San Anselmo.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental studies, urban or regional planning or a closely related field.

License or Certificate:

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

SPECIAL REQUIREMENTS:

Essential duties require the following physical skills and work environment:

On a continuous basis, sit at desk or in meetings for long periods of time; stand at public counter to answer questions of the public. Intermittently, walk, stand, squat, kneel, climb, and bend in the field; twist and reach office equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; write and use keyboard to communicate through written means; visually differentiate between colors on land use maps; and occasionally lift or carry weight of over 25 pounds.

Date:

8/22/14

Approved:

Debra Stutsman
Town Manager