



**Job Code:** 0275  
**FLSA:** NE  
**Unit:** PCEA  
**Revised:**

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## **ASSOCIATE PLANNER**

### **DEFINITION**

Under general supervision, performs complex professional planning work in connection with the City's General Plan, subdivision and zoning ordinances, and related planning activities; may administer specific programs; may be assigned responsibility for particular phases of planning work; performs other work as required.

### **SUPERVISION RECEIVED/EXERCISED**

Receives immediate supervision from the Principal Planner. Exercises no supervisory responsibilities; may direct the activities of part-time employees.

### **TYPICAL DUTIES**

1. Under supervision, reviews applications for general plan changes, zone changes, conditional use permits, variances, subdivisions, site and architectural design approvals, etc.; prepares reports and recommendations thereon.
2. Prepares staff reports for presentation to the Planning Commission, City Council and other boards and may assist in presentation.
3. Meets with and advises developers and the public general concerning general planning, zoning, land use, annexation, and related matters.
4. Under supervision, administers planning programs such as HCD and other grant programs.
5. Prepares necessary environmental assessment documents, including Initial Studies, Negative Declarations, and EIRs, and oversees the administration of EIR-related contracts.
6. Writes drafts of zoning ordinances and amendments.
7. Investigates and resolves planning and zoning related complaints.
8. Performs research and collects, analyses, and develops data and statistics.

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9. May represent the City on committees and at meetings.
10. Develops and prepares maps, charts, and graphs.
11. Performs related work as required.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

1. Modern theory, principles, and practices of planning and zoning.
2. Drafting and mapping techniques.

**Skill to:**

1. Analyze and compile technical, statistical, environmental, and economic information.
2. Prepare and present clear written and verbal reports.
3. Establish and maintain effective and cooperative relations with others, including maintaining a courteous relationship with the public.
4. Make accurate drawings, maps, and other renderings.
5. Devise and organize plans of study, do research, and reach conclusions.
6. Review the work of others.

**Education:**

BS or BA degree in planning or related field.

**Experience:**

One year of full-time professional experience in local planning or comparable work.

**License:**

Valid California driver's license.  
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