



Job Code: 0270
FLSA: NE
Unit: PCEA
Revised:

ASSISTANT PLANNER

DEFINITION

Under supervision, performs a variety of routine, less complex, professional planning work in the areas of current and advanced planning; performs related work as required.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from the Principal Planner. Exercises no supervisory responsibilities over employees.

TYPICAL DUTIES

1. Prepares reports on routine, less complex planning issues to include variances, minor modifications, conditional uses, etc.; under supervision assists with more complex reports.
2. Prepares studies on routine, less complex development proposals; under supervision assists on more complex studies.
3. Researches, collects, interprets and organizes a variety of planning data, including land use, demographic, economic, and housing.
4. Provides information to the public concerning zoning regulations and development processes; provides assistance in processing planning applications.
5. Maintains department records, statistics and maps.
6. Assists in the administration of state and federal grant programs.
7. Investigates and seeks to resolve routine zoning complaints and violations; assists with more difficult zoning enforcement matters.
8. Checks final development plans to ensure compliance with conditions of approval.
9. Prepares initial studies under CEQA.

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10. Occasionally makes oral presentations.
11. Prepares correspondence and informational material.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Modern planning and zoning principles.
2. State and municipal laws generally related to planning, zoning and environmental analysis.
3. Data collection methods.

Skill to:

1. Apply planning and zoning principles to practical situations.
2. Research, analyze and interpret technical planning data.
3. Read and interpret laws, regulations, building plans, and subdivision maps.
4. Communicate effectively both orally and in writing.
5. Prepare simple maps and other graphic presentations.

Education:

BS/BA degree in planning or related field.

Experience:

Some experience in land use planning and/or regulations desirable.

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