



CITY OF CAMARILLO

Assistant Planner Associate Planner	Job Code: 705/704 FLSA: Non-Exempt
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Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Performs a variety of professional level duties and responsibilities in support of the City's current and advance planning functions including research and analysis for commercial, industrial, residential, and institutional development projects, environmental review and preparation of environmental documents, and research and preparation of general plan amendments and zoning ordinance amendments for presentation to the Planning Commission and City Council; and provides information and assistance to applicants, developers, consultants, the general public, and outside agencies and organizations regarding City codes, policies, standards, and processes related to planning related matters.

DISTINGUISHING CHARACTERISTICS

Assistant Planner – This is the entry level in the professional planning series responsible for performing assignments in the fields of current or advance planning that require the application of fundamental planning principles. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Associate Planner level and exercise less independent discretion and judgment in matters related to work procedures and methods. Assignments are generally limited in scope and within the design and procedural framework established by higher-level employees. However, as experience is acquired, the employee performs with increasing independence.

Associate Planner – This is the journey level class in the professional planning series. Employees within this class are distinguished from the Assistant Planner by the performance of the full range of duties as assigned and are assigned more complex projects. 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 of the work unit. This classification is distinguished from the next higher classification of Senior Planner in that the latter is responsible for the more complex and difficult duties within the division, and may exercise supervision over assigned project staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plans, organizes, and conducts research studies; maintains, updates, and analyzes demographic and other data required for community planning; prepares reports and analysis regarding land use, zoning, urban design, population trends, transportation, community needs, housing, and environmental issues; coordinates work of consultants preparing reports; prepares and provides program area recommendations.
2. Recommends the use of land for residential, commercial, industrial, and community uses; participates in the review, development, revision, and maintenance of general plan elements, plans, zoning ordinances, and other policies and procedures.
3. Reviews and processes various plans and applications for commercial, industrial, residential, and institutional development projects; collects and evaluates information related to the application process

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- and determines conformity with laws, regulations, policies, and procedures; recommends approval or alternative approaches; conducts project site checks and field inspections.
4. Coordinates the development review process; communicates and coordinates with other City departments, developers, and outside agencies throughout the development process to create the best possible development.
 5. Conducts environmental analysis for the preparation of environmental documents in compliance with state law; oversees the processing and City review of Environmental Impact Reports including the selection and management of outside consultant agreements; reviews Environmental Impact Reports, negative declarations, categorical exemptions, and related documents.
 6. Provides front counter and phone support; provides information and assistance to developers, property owners, the public, other departments, and outside agencies 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.
 7. As assigned, provides outreach, education, monitoring, and contact with persons, non-profits, private developers, and housing agencies regarding affordable housing; prepares housing affordability agreements; coordinates with developers, homebuyers, and lenders to implement housing programs; reviews loan programs and notifies lenders if loan product is not available.
 8. As assigned, manages contracts for Community Development Block Grant programs and inclusionary housing programs; coordinates with non-profits, developers, government officials, realtors, lenders, and citizens.
 9. Represents the City at meetings and on committees; reviews and comments on other agencies' plans, and regional plans, programs, and environmental documents.
 10. Performs a wide range of duties in support of the Planning Commission as well as the City Council and other boards and commissions; coordinates preparation of meeting agendas for various commissions, boards, and community groups including reviewing draft materials and preparing comments; organizes meetings and work sessions; prepares public hearing notices ensuring timely notification of appropriate parties; prepares and presents staff reports and other presentations for the City Council, Planning Commission, and other commissions, boards, and community groups.
 11. Researches and contributes to the review and revision of local ordinances, land use regulations, design guidelines, and amendments to the General Plan; prepares draft ordinances, including zoning ordinance amendments and zone changes, for the Planning Commission and City Council consideration.
 12. Monitors and coordinates work activities of interns and technicians.
 13. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a community planning and development program.
Modern principles, practices, and techniques of current and advance planning including land use, environmental policy analysis, municipal service delivery, physical design, landscape architecture, demographics, and economic and social concepts as applied to municipal planning.
Principles and practices used in building, architecture, and engineering.
Development review procedures and requirements.
Site planning and architectural design principles.
Basic principles of supervision and training.
Project management principles and practices.

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Pertinent federal, state, and local laws, codes, and regulations including laws underlying general plans, zoning and land divisions, and applicable environmental laws and regulations.
Recent developments, current literature, research methods, and sources of information related to municipal planning, urban growth, and development.
Methods and techniques of effective technical report preparation and presentation.
Statistical methods and research techniques applicable to the preparation of municipal planning studies.
Methods and techniques of eliciting community participation in planning and development issues.
Customer service techniques, practices, and principles.
Modern office procedures, methods, and equipment including computers and supporting software applications.
Computer related programs for mapping and data sources including Geographic Information Systems.

Ability to:

Perform professional level planning duties in the development, implementation, and modification of City plans and regulations.
Apply policies, procedures, and standards pertaining to the municipal planning process.
Interpret, analyze, apply, implement, and explain pertinent federal, state, and local laws, codes, and regulations including City codes and departmental policies and administrative directives.
Interpret planning and zoning programs to the general public.
Read, interpret, and prepare maps, graphs, charts, site plans, legal descriptions, and other descriptive material.
Analyze and compile statistical and technical information
Develop recommendations regarding the use of property.
Process development applications and coordinate necessary communication between staff, developer, and other agencies.
Analyze projects and potential projects for consistency with planning regulations, general planning principles, and architectural quality.
Prepare and analyze technical and administrative reports, statements, and correspondence.
Present technical data in verbal, written, graphic, and map form to City management staff and variety of boards and commissions.
Effectively present information and respond to questions from groups of managers, council members, committee and commission members, and the general public.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
Deal constructively with conflict and develop effective solutions.
Operate modern office equipment and computers including specialized computer applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective professional working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Assistant Planner

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in urban or regional planning, environmental design, architecture, or a related field.

Experience:

One year of responsible professional or paraprofessional urban or regional planning and zoning experience is highly desirable.

License or Certificate:

Possession of a valid California driver's license at a level appropriate to the equipment operated.

Associate Planner

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in urban or regional planning, environmental design, architecture or a related field. A Master's degree is desirable.

Experience:

Three years of increasingly responsible professional planning experience in a local government at a level comparable to an Assistant Planner with the City of Camarillo.

License or Certificate:

Possession of a valid California driver's license at a level appropriate to the equipment operated.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; occasionally works in outside weather conditions; incumbents may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to operate a vehicle to travel from site to site; and to verbally communicate to exchange information.

April, 2008
Johnson & Associates

Amended: July, 2015