

# CITY OF SCOTTS VALLEY CLASS SPECIFICATION

## ASSOCIATE PLANNER

### **JOB PURPOSE**

Under direction, perform comprehensive, professional planning duties; to review development proposals for consistency with City Codes; to do research and prepare environmental assessment and staff reports for the Planning Commission and City Council; explain and interpret planning ordinances and policies to developers and the public; and to do related work as required.

### **EXAMPLES OF DUTIES**

#### **Essential Duties:**

- Gathers and evaluates data for various planning studies relating to land use conservation and development, transportation, economics and housing.
- Responds to personal and telephone inquiries from the public regarding zoning, annexation, use permits, variances and related land use matters.
- Reviews building permit and business license applications for conformance with City codes.
- Responds to citizen complaints and pursues zoning violations.
- Reviews applications scheduled for Planning Commission or other meetings and prepares staff reports and recommendations and makes oral presentations at public meetings.
- Assists in the processing of development projects.
- Assists in the study and approval of tentative subdivision plans in accordance with established ordinances and laws.
- Makes field trips and investigations pertaining to planning projects.
- Prepares and assembles maps, tables, charts, and reports on planning projects.
- Prepares graphic presentations.
- Conducts special research projects.

#### **Marginal Duties:**

- Prepares agendas for Planning Commission.
- Prepares and post notices of public hearings before the Planning Commission and other appropriate public review bodies.
- Performs related work as required.

### **EMPLOYMENT STANDARDS**

**Education, Experience and Licenses:** Any combination equivalent to a Bachelor's degree and considerable experience in municipal current planning, preferably in a California city; possession of a valid California motor vehicle operator's license.

**Ability to:** Write clear, concise reports; exercise good judgment and tact; learn new techniques and equipment, such as computer hardware and software; read, comprehend and apply moderately complex documents; follow oral and written instructions; collect, assemble, analyze, interpret and apply data to various Planning projects; prepare statistical or other technical reports; prepare maps, charts, and other graphic material for effective presentations; speak effectively in making presentations to staff and the public; establish and maintain effective working relationships with the public, City staff, City Council and City advisory boards; plan own work independently and meet established deadlines; and interpret economic, sociological and statistical data.

**Knowledge of:** Statistical research techniques and procedures; principles and practices of governmental planning and zoning administration and of their sociological implications; communication techniques for gathering, evaluating and conveying information; state and local laws affecting planning; and proper English grammar and usage.

**CITY COUNCIL APPROVAL:** November 11, 1986