

CITY OF SCOTTS VALLEY CLASS SPECIFICATION

ASSISTANT PLANNER

JOB PURPOSE

Under direction, perform beginning professional level planning work including review of development proposals for consistency with City codes, research and prepare environmental assessment and staff reports; 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 relate land use matters.
- Reviews building permits and business license applications for conformance with City codes.
- Responds to citizen complaints and pursues zoning violations.
- 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.
- Assists and/or reviews applications scheduled for Planning Commission or other meetings and prepares staff reports and recommendations and makes oral presentations at public meetings.

Marginal Duties:

- Assists in preparation of 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 in planning or related field, some experience in current municipal 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; reason and learn new techniques and equipment, such as computer hardware and software; 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; 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 DATE: September 29, 1987