

# CITY OF SCOTTS VALLEY CLASS SPECIFICATION

## PLANNING / ECONOMIC DEVELOPMENT SPECIALIST

### JOB PURPOSE

Under direction, perform beginning professional level economic development, redevelopment and planning work including development and maintenance of various types of economic development programs; review of development proposals for consistency with City codes; research and prepare environmental assessments 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 and economic studies related to land use, conservation and development, transportation, economic development, redevelopment and housing.
- Responds to personal and telephone inquiries from the public regarding zoning, annexation, use permits, variances, economic and redevelopment activities and related land use matters.
- Reviews building permits and business license applications for conformance with City codes and other related conditions or requirements.
- Prepares economic development studies and programs for use in implementing the City's Economic Development Plan.
- Assists in the processing of development projects.
- Assists in the study and approval of tentative subdivision plans and construction plans in accordance with established ordinances and laws.
- Makes field trips and investigations and attends meetings to represent the City pertaining to planning and economic development projects.
- Prepares and assembles maps, tables, charts, advertising and other promotional materials and reports on various planning and economic development projects.
- Prepares graphic presentations by hand and on the computer.
- Conducts special research projects.
- Assists and/or reviews applications scheduled for Planning Commission, City Council 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 posts 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 economic development, redevelopment and 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; 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, economic development and redevelopment projects; prepare statistical or other technical reports; prepare maps, charts, and other graphic materials by hand and on the computer for effective presentations; establish and maintain effective working relationships with the public City Staff, City Council, Planning Commission 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, zoning administration, economic development and redevelopment and of their sociological implications; communication techniques for gathering, evaluating and conveying information; state and local laws affecting planning, redevelopment and economic development; use of various computer applications including word processing and desktop publishing/graphics; and proper English grammar and usage.

CITY COUNCIL APPROVAL DATE:      January 15, 1997