



Class Code: 112.1
WP Code: Asst Planner
Established: 9/89
Revised: 10/09
EEO Code: P

CLASS SPECIFICATION

City of Newark, California

ASSISTANT PLANNER

DEFINITION

Under supervision of the Senior Planner, performs a variety of routine planning activities including technical reviews of development and land use applications, and zoning matters; provides professional advice and information to others on planning, community development, zoning and environmental review; prepares staff reports for plan review and site development; assists with preparing and reviewing City Ordinances and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the first level of the professional planning classification series. Incumbents are expected to become familiar with and competent in a range of routine planning functions encountered by a developing City. This class of Assistant Planner is distinguished from Associate Planner in that the latter is at the journey-level, expected to function with a higher degree of independence on a range of planning assignments and has project management responsibilities.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform technical review and monitor land use and development applications, including following up on building permits, plan checks and listings fees.

Prepare staff reports for routine land use and development plan permits including determination of overall content and format of reports.

Review and process less complex development projects, including administrative use permits, sign permits, tree removal permits, home occupation permits, etc.

Assist planners in conducting and preparing statistical and research projects, compiles zoning and planning related data as required; prepares a variety of correspondence.

Maintains department records and files in the computerized permit tracking system.

Prepare graphic and mapped data using computer-based mapping/GIS.

Establish positive working relationships with representatives of community organizations, state/local agencies and associations, City management, staff, and the public.

Perform other duties of a similar nature or level.

Assistant Planner

MINIMUM QUALIFICATIONS

Knowledge of: (at entry)

Principles, practices and procedures related to City and regional planning and zoning administration, including applicable laws and regulations;

Comprehensive plans and current planning and the development process;

Computer applications related to the work, including basic GIS concepts and applications;

Project management techniques;

Principles and practices of effective supervision; and

Techniques for effectively representing the City with governmental agencies, community groups, businesses, professional and regulatory bodies and with property owners, developers, contractor and the general public.

Ability to: (at entry)

Interpret applicable City laws, regulations and codes;

Conduct zoning and planning studies;

Prepare technical reports;

Read blueprints and site plans;

Communicate effectively with co-workers, supervisors, the general public, representatives of organizations and other sufficient to exchange or convey information and to receive work direction.

Use word processing software program

The following experience is desirable; use of spreadsheet, computer-based mapping/GIS, and presentation and/or graphic software programs.

Assistant Planner

Experience and Training

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of responsible zoning and administration or related experience in a municipal planning department combined with college level course work in such subjects as city planning, geography, architecture, engineering, public administration and other related subjects. Experience in a public agency is desirable.

Training:

Graduation from an accredited college or university with a bachelor's or related experience in City Planning, Architecture, Landscape Architecture, Public Administration or related field.

License or Certificate

Must possess and maintain a valid Class C California driver's license and a satisfactory driving record.

Physical Requirements and Working Conditions

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings days and evening, at various sites within and away from the City; strength to lift and carry materials weighing up to 10 pounds.

Probationary Period: 12 Months

FLSA: Exempt