



Class Code: 135
WP Code: Assoc. Planner
Established: 10/09
Revised: -
EEO Code: P

CLASS SPECIFICATION

City of Newark, California

ASSOCIATE PLANNER

DEFINITION

Under general supervision of a Senior Planner or the Department Manager or Director, performs a variety of professional planning activities including review of development and land use application; zoning, site plan and environmental review; completion of technical assessments; serves as project manager for development applications; prepares written project analyses and makes written recommendations; prepares and reviews City Ordinances; conducts site inspections; provides technical assistance to the general public; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This class is the journey-level in the professional planning classification series and incumbents may be assigned the full range of planning functions encountered by a developing City. The class is distinguished from Senior Planner in that the latter handles complex project applications and has full supervisory authority over lower-level planners. It is distinguished from the lower level of Assistant Planner in that the Associate Planner has project management responsibilities in addition to performing the full range of professional planning duties.

EXAMPLES OF ESSENTIAL DUTIES – May include but are not limited to the following:

Serve as project manager on application projects, including analyzing and evaluation of site and architectural plans, performing technical review and making recommendations, ensuring plans and applications receive appropriate signatures, coordinating in-house review with contractors, administering contracts and giving approval for payment on projects.

Manage consultant contracts including determining scope of work and budgets, tracking budgets and approving contract payments.

Prepare routine written project analysis including researching, analyzing findings and making recommendations.

Provide technical advice to other departments, the general public, contractors and other professional including explaining City ordinances, regulations, resolutions and planning and zoning policies.

Prepare staff reports for land use and development plan permits including determining overall content and format of reports

Associate Planner

Conduct site inspections, including determining if projects are in compliance with laws, regulations, and ordinances, make recommendations on changes.

Assist in preparing general plan updates; review and drafts City ordinances.

Confer with and provide information to property owners, contractors, developers, engineers, architects and public regarding conformance to standards, plans specifications and codes; explains codes, requirements and procedures.

Make presentations to the Planning Commission on routine development matters.

Perform other duties of a similar nature or level.

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;

Practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports;

Basic principles and practices of effective supervision;

Project management techniques; and

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

Ability to: (at entry)

Complete complex current and advanced planning and zoning conformance activities in an independent and effective manner;

Conduct complex planning research projects, evaluating alternatives, making sound recommendations and preparing effective technical staff reports;

Associate Planner

Manage projects and conducting site inspections;

Interpret, apply and explain complex laws, codes, regulations and ordinances;

Direct and review the work of support staff on a project or day-to-day basis and training staff in work procedures;

Conduct zoning studies and interpret City zoning laws, regulations and codes;

Use specialized computer software such as GIS and AutoCad;

Read blueprints and site plans and conducting site inspections; and

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

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of planning related experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in city, urban or environmental planning, architecture or a field related to the area of assignment.

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

Associate Planner

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 and to inspect various work, building or construction sites; strength to lift and carry materials and equipment up to 25 pounds.

Probationary Period: 12 Months

FLSA: Exempt