

CITY OF SALINAS

ASSOCIATE PLANNER

BARGAINING UNIT/CLASS CODE:

AMPS / D15

DEFINITION

To administer zoning and subdivision regulations; review, evaluate, and process development proposals; prepare technical reports and make public presentations.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the professional planning series. Work in this class is distinguished from the Assistant Planner by greater assignment complexity and greater decision making independence.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Planning Manager. Technical or functional supervision may be provided by higher-level professional positions. May exercise technical or functional supervision or professional, technical, or clerical positions.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Receive, review evaluate and process subdivision maps, applications for Planned Unit Development permits, Conditional Use permits, rezoning, variances, parcel maps and similar projects. Research and prepare project environmental evaluations pursuant to CEQA and NEPA requirements. Review construction plans for zoning conditions and initiate corrective enforcement action as necessary. Advise property owners, developers, subdivide, investors and the general public on ordinances and regulations as necessary. Receive, investigate, respond to or refer Zoning Code complaints. Coordinate project plans with other project leaders, City Departments, community groups, and other organizations and agencies. Prepare correspondence, reports, charts, displays and other materials necessary to accomplish project goals. Prepare reports of project progress, accomplishments and plans. Make presentations to the Planning Commission, City Council and citizen groups. Apply the City's Zoning Code, subdivision Ordinance and related regulations. Oversee and coordinate planning projects regarding land use, annexations, population, social and economic conditions, housing, community services and facilities, transportation, natural resources, and environmental quality. Research, analyze, and interpret social, economic, population and land use data and trends; prepare written reports on various complex planning matters and elements of the General Plan. Draft amendments to City ordinances designed to facilitate community development objectives. Conduct field surveillance to identify violations of zoning and other development regulations, and perform enforcement follow-up activities. Administer sign regulations. Check business license and liquor applications for zoning compliance. Assist in the provision and coordination of development review services through a rotating assignment as Associate Planner at the Salinas Permit Center. Promote and maintain safety in the work place. Perform related duties.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals, detailed fine writing on plans and specifications for development projects, and distinguish colors for design evaluation purposes; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead as needed; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

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WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally include driving to job sites, training and out-of office meetings.

QUALIFICATIONS

Knowledge of:

Principles of urban planning and land development methods and procedures. Applicable Federal, State and local laws and regulations, including legal and practical applications. California Environmental Quality Act. Local zoning and subdivision regulations. Operation of personal computers with proficiency using word processing and spreadsheet programs.

Ability to:

Communicate effectively, orally and in writing. Prepare and present clear, concise, comprehensive and accurate reports. Conduct research in zoning, land use and other related planning matters. Exercise independent judgment with tact and diplomacy. Establish and maintain effective working relationships with developers, governmental agencies, city departments and the general public. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service.

License or Certificate:

Possession of a valid California Class "C" driver's license.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to a Bachelor's Degree in urban planning, public administration or a related field; and four (4) years of progressively responsible planning experience, with at least two years at the professional planning level.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-84, REV: 1-99, REV: 04-06