

**CITY OF LAKEPORT**  
**ASSISTANT PLANNER**



**Job Description**

**DEFINITION**

Under general direction, to learn and perform professional planning assignments in the Community Development Department; to learn department policies and methods, assisting with and performing planning studies, environmental reviews, community design, and general plan preparation; to explain planning ordinances, regulations, and policies to the public; and to do related work as required.

**CLASS CHARACTERISTICS**

This is the entry level in the professional Planner class series. Incumbents are expected to learn and perform professional planning assignments. Incumbents are expected to develop substantial knowledge of the requirements and procedures of the Community Development Department as they perform initial work assignments. This class is distinguished from Associate Planner by the fact that incumbents perform many work assignments in a training and learning capacity. When work knowledge has been developed, sound work habits demonstrated, requirements have been met, and a higher level of independence gained, an incumbent may be promoted to the Associate Planner position.

**ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Maintains case files on current applications; receives and reviews applications for building permits, zone changes, and other such actions; determines conformity to department policy; posts notices to hearings; answers telephone and receives public input and questions; communicates procedural information to the public and other department representatives; files maps, correspondence, and planning records. Participates in staff support role in planning studies and presentations; researches and compiles data for reports and analyses for presentation to supervisors and/or others; conducts file searches; prepares numerical/statistical reports.

Drafts and updates maps, drawings, and plans which relate to a variety of planning assignments and projects such as zoning, housing rehabilitation, economic development, and land use; prepares graphics and presentation materials for various presentation needs.

Prepares reports for review by the Planning Commission.

Completes field review of projects, including final inspections of permitted work.

Participates in planning activities with other departments, state, county, and federal agencies; assists the City at a variety of meetings; reviews minutes and documents generated from these meetings, as directed.

**QUALIFICATIONS GUIDELINES**

**Education and/or Experience**

Completion of an Associate's Degree. Completion of twenty-four semester units of upper division or graduate level coursework in urban land use planning/economics, planning research and methods, municipal planning administration, urban/environmental studies, or a related field is desired. Education may be substituted with any combination of training and experience that provides the desired knowledge

and abilities.

Knowledge, Skills, and Abilities

Knowledge of principles, methods and procedures applicable to land use planning activities; organizational structure and jurisdiction of governmental agencies involved in the planning process and their interrelationship, responsibilities and functions; methods involved in designing research studies and utilizing data sources; and mandated general plan elements. Ability to understand the physical, social, environmental, and economic implication of use planning; and local, state, and federal legislation governing land use development and planning activities;

Plan and carry out work independently; organize and conduct research; collect and analyze data; generate and evaluate alternatives; reach logical conclusions; formulate consistent recommendations; compose clear and thorough study and project reports and recommendations; prepare graphic illustrations; work closely and efficiently with other employees and the general public; communicate effectively, both verbally and in writing; understand and follow verbal and written directions; analyze unusual situation and resolve through application of City policy; deal constructively with conflict and develop effective resolutions.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Receive satisfactory results from a background investigation, physical examination, and any administrative testing which meet the established qualifications standards.

**PHYSICAL PROFILE:**

CATEGORY I - LIGHT PHYSICAL EFFORT

DEFINITION

Positions in this category require normal physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

CHARACTERISTICS

Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort while performing such functions as typing, writing, filing computing, operating light office equipment, interviewing, counseling, researching, planning, analyzing, and supervising. Positions allocated to this category are distinguished by a lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

OTHER FACTORS

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Sitting: Ability to sit with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving

CLASS RANGE NO.	38
FLSA	Non-Exempt
ADOPTION DATE	6/1/2021

REVISION DATE	
APPROVED BY:	