



# CITY OF LAKEPORT

## ASSOCIATE PLANNER

### Job Description

#### **DEFINITION**

Under limited supervision, performs the more difficult professional current or long range planning work; performs related duties as required.

#### **CLASS CHARACTERISTICS**

The Associate Planner classification is the intermediate level in the professional planner series. It is distinguished from the Assistant Planner classification by its increased responsibility for project management, and the more difficult planning assignments.

#### **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.*

Conducts complex assignments involving current or long range planning projects; confers with applicants and agency representatives to identify problems; evaluates data and proposes methods to resolve conflicting issues of plan implementation, zoning requirements, and environmental impact.

Evaluates current development projects by detailed review of plans for architectural, zoning and general plan requirements; performs field surveys to identify problems and upon completion of projects to ensure conformance with applicable requirements, discusses recommendations with builders, developers, architects, and real estate professionals.

Contributes to the review and revision of local ordinances; conducts research; prepares complex planning reports including staff reports, EIR'S, negative declarations and special studies.

Confers and advises architects, engineers, attorneys, developers, and the general public regarding City development procedures and processes.

Conducts land use studies; compiles data and information pertaining to planning needs; collects and records land use data; prepares base maps, zoning maps, charts and graphs.

Coordinates the receipt, investigation (including field work) and enforcement of the City zoning, nuisance abatement and vehicle abatement ordinances; develops and implements procedures to ensure the proper processing of permit applications and the issuance of permits, variances, zone changes and architectural and design reviews; coordinates the receipt, processing and issuance of building and land use permits and business licenses.

Responds to inquiries, both orally and in writing in matters pertaining to planning, zoning, building, nuisance and related departmental policies; applies planning policies, state laws and local ordinances, or explains procedures; provides assistance to the Planning Commission, City Council, and other committees and commissions; makes presentations.

Coordinates planning activities with other departments, state, county, and federal agencies; represents the City at a variety of meetings; reviews minutes and documents generated from these meetings. May have lead supervision over interns, professionals, and technicians.

## **QUALIFICATIONS GUIDELINES**

### Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include a bachelor's degree with major work in planning, environmental design, architecture, or a related field; and three years of progressively responsible experience in current or long range planning.

### Knowledge, Skills, and Abilities

Thorough knowledge of the principles and practices of planning; related state and federal laws, ordinances, rules and regulations. Considerable knowledge of the California Environmental Quality Act; Subdivision Map Act; site planning and architectural review; building and engineering principles.

Ability to plan, organize, and coordinate planning activities; prepare and present reports; communicate effectively both orally and in writing; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships.

### 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, drug testing and 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

Lifting Moderate: Lifting 50 pounds maximum with frequent lifting, pushing, and/or carrying of objects weighting up to 25 pounds.

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).

Color Vision: Ability to identify and distinguish colors

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.

Temperatures: Works in temperature sufficiently high or low to cause marked bodily discomfort.

Work Environment – Outdoors: Ability to work outdoors in all types of weather conditions.

CLASS RANGE NO.	44
FLSA	Non-Exempt
ADOPTION DATE	3/29/12
REVISION DATE	
APPROVED BY:	<i>Margaret Bliven</i>